

## **POSITION DESCRIPTION**

February 2021

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

Associate Clinical Nurse Manager, Neonatal Service

### **REPORTS TO (Title):**

Nursing Director WCHD

### **REPORTS ON A DAILY BASIS TO:**

Neonatal Nurse Manager

### **PRINCIPAL OBJECTIVES**

To provide clinical co-ordination and professional leadership, support, guidance and coaching to nursing staff of the Neonatal Service on a shift by shift basis. The Associate Clinical Nurse Managers (ACNM) team within the unit share equal responsibility for the key tasks identified.

To ensure the provision of safe, effective quality care to infants and families with the best use of available resources by managing emergencies and occurrences within the Neonatal Service

To provide leadership, promote best practice within the Service and co-ordinate the activities associated with the individual speciality focus each (ACNM) is responsible for.

### **FUNCTIONAL RELATIONSHIPS:**

#### **INTERNALLY:**

1	ACNM team members
2	Neonatal Nurse Manager
3	Clinical Director, Neonatal service
4	Neonatal Educator/CNS
5	Nursing staff
6	Medical Staff
7	Neonatal Transport Team members/ Neonatal Transport SMO

8	CNS (ADV) practice/Nurse Practitioners
9	Neonatal Discharge facilitators/Neonatal Discharge & Outreach team leader
10	Neonatal Outreach Nurses
11	Clinical Nurse Specialist lactation / infant feeding
12	Neonatal hospital aides/milk room aides
13	Neonatal Human milk bank managers
14	Allied health and support staff - Physiotherapist, Dietician, Speech Language Therapist, Ward Receptionist, Hospital Aids, Technical Services, Administrator
15	Social Workers
16	Maori Health Worker
17	Neonatal research nurses
18	Neonatal Data manager
19	Hearing screeners
20	Maternity Services
21	Birthing suite staff
22	Child health services
23	Duty managers
24	Lactation Consultant maternity
25	Nursing Director Child health

#### **EXTERNALLY:**

1	Lead Maternity Carers
2	Well Child providers
3	Other Regional NNU's
4	St John
6	Speciality Social Services, e.g. SANDS
7	Speciality focus liaisons as appropriate

#### **KEY PERFORMANCE OBJECTIVES:**

Task	<b>Excellence in clinical practice</b>
Expected Result	<ul style="list-style-type: none"> <li>Guides and supports others in the speciality in their assessment, clinical decision making, implementation, evaluation and documentation of care.</li> <li>Shows expert practice working collaboratively across settings and within interdisciplinary environments</li> <li>Defines own scope of practice within the Neonatal setting, encompassing health promotion, maintenance of health, preventative care, rehabilitation and / or palliative care.</li> <li>Applies and adapts advanced nursing knowledge, expertise and evidence-based care to improve health outcomes for patients across the continuum, within the scope of practice.</li> <li>Uses systematic inquiry processes to respond to the needs of infants and families.</li> <li>Generates new approaches to the extension of Neonatal nursing knowledge and delivery of expert care</li> <li>Networks nationally and internationally to identify and implement nursing advances and changes in practice</li> </ul>

Task  
Expected Result

<b>Leadership</b>
<ul style="list-style-type: none"><li>• Provides leadership and consultancy for Neonatal Service providing effective clinical leadership, direction and support to the neonatal nursing staff.</li><li>• Undertakes and facilitates the day to day running of the unit including safe staffing levels, management of resources, supporting teaching and mentoring</li><li>• Works in partnership with families acknowledging individual's beliefs and practices, including demonstrating culturally safe practice.</li><li>• Makes up part of emergency response team within own hospital and outlying birthing units.</li><li>• Utilises peers with specialist knowledge e.g. lactation consultant, discharge and outreach team leader, CNS infection control, CNS education</li><li>• Uses and develops creative and innovative approaches to Neonatal care and nursing practice supporting a culture of evaluation and the ongoing improvement of nursing practice.</li><li>• Manages complex situations.</li><li>• Rapidly anticipates situations.</li><li>• Applies critical reasoning to nursing practice issues and decisions.</li><li>• Recognises limits to practice and consults appropriately.</li><li>• Participates in clinical governance activities</li></ul>
<b>Care Coordination</b>

Task

Expected Result	<ul style="list-style-type: none"> <li>• Takes a leadership role in complex situations across settings and disciplines.</li> <li>• The ability to problem solves, make key decisions and confront/resolve issues ensuring the provision of safe effective evidence-based quality care to the infants and families of the Neonatal Service</li> <li>• Initiates change and responds proactively to changing systems.</li> <li>• Acts as an effective nursing resource.</li> <li>• Facilitates positive team building practices.</li> <li>• Responsible for utilising and managing resources such as staff allocation, skill mix, transport organisation.</li> <li>• Manages day to day emergency admissions, bed status internally and country-wide.</li> <li>• Supports mentoring within the unit and teaches on both a formal and informal basis.</li> <li>• Actively participates in and runs unit meetings as required.</li> <li>• Performs performance appraisals on direct reports (equally allocated number amongst all ACNM. Identifies appropriate training and development needs.</li> <li>• Supports Nurse Educator and preceptors in ensuring the Outcome Process Standards for Neonatal Services and Policy and Procedures for WHD and CDHB are upheld.</li> <li>• Participates in recruitment process e.g. interviews and orientation for new staff to Neonatal Service as required.</li> <li>• Contributes to monthly reports, service management meetings, nurses' meetings</li> <li>• With other members of the ACNM group will be responsible for managing the nursing roster.</li> </ul>
Task	<b>Develops and influences health / socio-economic policies and nursing practice at a local and national level.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Demonstrates commitment to quality, risk management and resource utilisation.</li> <li>• Challenges and develops clinical standards.</li> <li>• Involvement within local service initiatives and best practice such as Quality planner, OPS, audits, research, Fi care.</li> <li>• Refers to documents that relate to child health enabling consultation and discussion of national and international issues that may affect <i>unit</i> at local level.</li> <li>• Committee involvement/engagement with professional groups such as NZNO; NNCA, flight nurses, Nursing leadership.</li> <li>• Contributes and participates in national and local health / socio-economic policy to help shape policy</li> </ul>
Task	<b>Shows scholarly research inquiry into nursing practice.</b>

Expected Result	<ul style="list-style-type: none"> <li>• Evaluates health outcomes and in response helps shape nursing practice.</li> <li>• Determines evidence-based practice through scholarship and practice.</li> <li>• Reflects and critiques the practice of self and others.</li> <li>• Influences purchasing and allocation through utilising evidence-based research findings.</li> <li>• Influences and changes practice through research, audit and best practice e.g. trial evaluations of new products and best practice audits.</li> <li>• Maintains professional portfolio.</li> <li>• Committed to personal and professional development</li> </ul>
Task	<ul style="list-style-type: none"> <li>• <b>Speciality Focus- key tasks identified separately for each designated portfolio</b></li> </ul>

#### **HEALTH & SAFETY:**

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employee's health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

#### **QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in there area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

#### **QUALIFICATIONS & EXPERIENCE:**

#### Essential

- Registered Nurse with the Nursing Council of New Zealand
- Hold a Current practising certificate
- Minimum 5 years recent Level 3 neonatal experience
- Holds or working towards relevant post graduate qualification
- Proven leadership skills
- Excellent communication skills
- Commitment to the CDHB PDRP programme comparable to senior nurse or expert

#### Desirable

- Good facilitation skills
- Middle management skills
- Postgraduate education

### **PERSONAL ATTRIBUTES:**

#### **MANDATORY**

- Excellent interpersonal skills and the ability to establish and build upon working relationships effectively in order to successfully achieve outcomes.
- A balanced and informed approach to problem solving, as well as managing situations involving change, stress and conflict.
- A pro-active, goal orientated and focused approach to the tasks and responsibilities associated with the role.
- The ability to plan and prepare for outcomes on the basis of priority and effective management of time.
- Effective teaching / mentoring skills.
- Acts as a role model for other staff
- Upholds confidentiality with a reputation for high integrity and discretion.
- Computer literate
- Ability to think conceptually and strategically.

#### **Key Behaviours:**

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Ability to provide inspirational and motivational leadership

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.