

POSITION DESCRIPTION

April 2024

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 ,Generic, 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 team of Associate Clinical Nurse Managers (ACNM) 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
2	Neonatal Educator
3	Clinical Director, Neonatal service
4	Medical Staff
5	Neonatal Transport Team members/ Neonatal Transport Consultant
6	Neonatal Nurse specialists / advanced / practitioners
7	Discharge facilitators
8	Neonatal Outreach Nurses

9	Allied health staff - Physiotherapist, Dietician, Speech Language Therapist, Ward Receptionist, Hospital Aids, Technical Services
10	Social Workers
11	Maori Health Worker
12	Maternity Services
13	Human Resources
14	Lactation Consultant
15	As required , with other WHD and CDHB staff and Otago university staff who are based in the Neonatal Service
16	Clinical Nurse Specialist
17	Child Health Services

EXTERNALLY:

1	Lead Maternity Carers
2	Plunket Nurses
3	Early Intervention
4	St John
5	Other Regional NNU's
6	Speciality Social Services, eg SANDS
7	Speciality focus liaisons as appropriate

KEY PERFORMANCE OBJECTIVES:

Task	Articulates scope of nursing practice and its advancement.
Expected Result	<ul style="list-style-type: none"> • Has personal philosophy of Neonatal nursing with evidence based practice approach to care. • Defines own scope of practice within the Neonatal setting, encompassing health promotion, maintenance of health, preventative care, rehabilitation and / or palliative care. • 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. • Uses systematic inquiry processes to respond to the needs of infants and families. • Generates new approaches to the extension of Neonatal nursing knowledge and delivery of expert care. • Practice includes discharge planning, CPR instruction for families and staff, individualised care plans, research awareness / best practice, journal club.
Task	Shows expert practice working collaboratively across settings and within interdisciplinary environments.

Expected Result	<ul style="list-style-type: none"> • Provides leadership and consultancy for Neonatal Service. • Works in partnership with families acknowledging individual's beliefs and practices, including demonstrating culturally safe practice. • Undertakes and facilitates the day to day running of the unit including safe staffing levels, management of resources, teaching and mentoring. • Makes up part of emergency response team within own hospital and outlying birthing units. • Utilises peers with specialist knowledge eg. lactation consultant. • Uses advanced diagnostic inquiry skills. • Uses and develops creative and innovative approaches to Neonatal care and nursing practice. • Manages complex situations. • Rapidly anticipates situations. • Models expert skills within the clinical area. • Applies critical reasoning to nursing practice issues and decisions. • Uses and interprets laboratory and diagnostic tests. • Recognises limits to practice and consults appropriately.
Task	<p>Shows effective nursing leadership and consultancy.</p>
Expected Result	<ul style="list-style-type: none"> • Takes a leadership role in complex situations across settings and disciplines. • Demonstrates skilled mentoring and teaching skills. • Leads case reviews and debriefing activities. • Initiates change and responds proactively to changing systems. • Acts as an effective nursing resource. • Endeavours to receive clinical supervision. • Facilitates positive team building practices. • Utilises resources such as staff allocation, skill mix, transport organisation. • Manages day to day emergency admissions, bed status internally and country-wide. • Supports mentoring within the unit and teaches on both a formal and informal basis. • Actively participates in and runs unit meetings as required. • Performs performance appraisals on direct reports (equally allocated number amongst all ACNM. Identifies appropriate training and development needs. • Supports Nurse Educator and preceptors in ensuring the Outcome Process Standards for Neonatal Services and Policy and Procedures for WHD and CDHB are upheld. • Participates in recruitment process eg. interviews and orientation for new staff to Neonatal Service as required. • Performs formal presentations at conferences, study days and forums. • Contributes to monthly reports, service management meetings, nurses meetings and own performance appraisal. • With other members of the clinical coordinator group will be responsible for putting together the nursing roster.
Task	<p>Develops and influences health / socio-economic policies and nursing practice at a local and national level.</p>

Expected Result	<ul style="list-style-type: none"> • Contributes and participates in national and local health / socio-economic policy. • Demonstrates commitment to quality, risk management and resource utilisation. • Challenges and develops clinical standards. • Evaluates health outcomes and response helps shape policy • Exposure 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. • Examples include committees such as Quality Health, NNCA, flight nurses, liaison with local community groups eg. Neonatal support group, multiple birth, SIDS and SANDS. • Other examples: quality planner, OPS, audits, research and journal groups.
Task	Shows scholarly research inquiry into nursing practice.
Expected Result	<ul style="list-style-type: none"> • Evaluates health outcomes and in response helps shape nursing practice. • Determines evidence-based practice through scholarship and practice. • Reflects and critiques the practice of self and others. • Influences purchasing and allocation through utilising evidence based research findings. • Influences and changes practice through research, audit and best practice eg. trial evaluations of new products and best practice audits. • Maintains professional portfolio. • Committed to personal and professional development
Task	<ul style="list-style-type: none"> • Speciality Focus- key tasks identified separately for each designated portfolio

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 employees 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 their 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
- Current practising certificate
- Minimum 5 years Level 3 neonatal experience
- Neonatal certificate or relevant post registration qualification
- Proven leadership skills
- Commitment to the CDHB PDRP programme

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.