

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Clinical Nurse Specialist – Gynaecology Outpatients: Colposcopy
Reports to	Charge Nurse Manager – Gynaecology Outpatient Services
Location	Christchurch
Department	Gynaecology Outpatient Services
Date	21/07/2026
Salary band (indicative)ⁱ	Grade 2 of NZNO MECA Senior Nurse Scale
Children's Worker roleⁱⁱ	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

The Clinical Nurse Specialist (CNS) is an expert practitioner with an in-depth knowledge of a specialty area. The purpose of the CNS role is to provide expert knowledge and skills to directly or indirectly support nursing practice that leads to best outcomes for consumers.

Key Result Area	Expected Outcomes / Performance Indicators
Excellence in clinical practice	- Provides expert evidence-based management of complex consumer care within a defined area of specialty practice - Identifies opportunities for general/wellness education in consumer care - Provides leadership in application of nursing assessment, clinical decision-making, implementation, evaluation, and documentation of care - Critiques own practice to maintain clinical competence - Networks nationally and internationally to identify and implement nursing advances and changes in practice
Leadership	- Takes a nursing leadership role through both direct and indirect consumer care delivery - Provides senior nursing leadership for the specialty service

	• Provides consultation to a broad range of hospital, community, and professional groups to achieve positive outcomes for consumer or population group • Supports a culture of evaluation and the ongoing quality improvement of nursing practice • Is actively involved in professional activities such as research, scholarship, and policy development at both a local and national level • Leads system change to improve health outcomes through evidence based practice • Participates in clinical governance activities
Care co-ordination/case management	• Collaborates with consumers with complex needs and their multidisciplinary team to plan and implement therapeutic interventions to attain, promote, maintain and/or restore health • Coordinates the care of consumers utilising organisational and community resources to enhance delivery care and optimal consumer outcomes • Provides a primary point of contact within specialty for consumers and health professionals • Evaluates results of interventions using accepted outcome criteria, revises the plan of care and initiates appropriate and timely consultation and/or referral with relevant services/agencies when appropriate • Establishes collaborative relationships within and across departments, hospitals, primary and secondary health to promote consumer safety, continuity of care and clinical excellence • Provides leadership in the interdisciplinary team through the development of collaborative practice • Is an effective resource and consultant for interdisciplinary clinical staff and disseminates research findings • Leads nursing and interdisciplinary groups in designing and implementing innovative, cost-effective consumer care and evidence based change • Contributes to the development of interdisciplinary standards of practice and evidenced-based guidelines of care
Honouring cultural diversity	• Consistently utilises Tikanga Best Practise guidelines in everyday practice • Demonstrates commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau. • Engages with Takarangi cultural competency training and actively demonstrates these competencies in everyday practice • Demonstrates personal commitment to addressing inequity for Māori and Pacific population accessing Te Whatu Ora - Waitaha Canterbury • Works in collaboration with Te Whatu Ora -Waitaha Canterbury Māori Health providers, e.g., local iwi, Māori Mental Health Team to develop strategies aimed at addressing inequities

	- Consistently respects the spiritual beliefs and cultural practises of others, including colleagues - Demonstrates care and respect for diversity in the workplace
Research and Audit	- Cultivates a climate of clinical inquiry within the service, evaluating the need for improvement or redesign of care delivery processes to improve safety, efficiency, reliability and quality - Fosters an interdisciplinary approach to quality improvement, evidence-based practice and research - Manages and supports service's audits and credentialing processes.
Professional Development	- Maintains own clinical competence within specialty area - Develops and maintain a professional portfolio utilising NZ Nursing Council's Standards for advanced nursing practice - Networks nationally and internationally to maintain current knowledge of trends and developments in specialty area - Attends educational opportunities and conferences relevant to role and scope of practice - Participates in annual performance appraisal
Specialty Specific Responsibilities - In collaboration with the Lead Colposcopist and/or Service Manager	- Responsibility in triaging referrals and managing the triage workload in collaboration with other senior nurses in the department. - Monitors data integrity - Monitors and reports on standards to the local service and to Te Whatu Ora - Supports in the development and review of evidence-based local guidelines, procedures, and patient information documents - Supports in the acquisition and validation of data to support producing the reporting requirements to the National Cervical Screening Programme (NCSP) - Supports and represents the views of the administration team and other support within the colposcopy department - Ensures that the facility management provides appropriate and safe staffing levels - Coordinates the training of nursing and administration staff within colposcopy, ensuring competence within their respective roles - Ensures standards are maintained within the clinical environment, and support the failsafe processes - Provides the facility management with advice on the appropriate clinical environment for the day-to-day delivery of colposcopy standards that meets Te Whatu Ora standards for colposcopy services - Advises the Charge Nurse Manager and Administration Supervisor of the training requirements of the staff within the colposcopy service to meet the mandatory training requirements

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Culture and People Leadership

Provides visible, effective leadership that aligns people, resources, and effort to organisational priorities and outcomes.

- Builds high-performing teams through coaching, development, succession planning, and a commitment to continuous learning.
- Creates an inclusive and engaging workplace where people are supported to contribute, grow, and succeed.
- Builds trusted relationships with stakeholders and works collaboratively to deliver sustainable outcomes.
- Fosters a culture of accountability, innovation, and continuous improvement, ensuring people and organisational performance support strategic objectives.
- Champions values-based leadership and promotes a positive organisational culture that supports wellbeing, performance, and service excellence.

Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
• Consumers and their whanau • Nursing Council of New Zealand • Māori Health Providers • Pasifika Health Providers • Primary Health Care Practitioners • Tertiary providers • Clinical Nurse Specialists - locally and nationally • National Specialty Groups • Specialty Product Suppliers	• All Te Whatu Ora -Waitaha Canterbury staff, particularly: • Nursing Director- Women's and Children's • Charge Nurse Managers - Gynaecology • Clinical Director- Obstetrics and Gynaecology • Service Manager -Women's and Children's • Clinical Nurse Specialists, Nurse Practitioners Clinical Nurse Educators, Registered Nurses, Enrolled Nurses, Health Care Assistants • Allied Health Services • Specialty teams for example, Gynaecology Oncology • Director of Nursing • Professional Development Unit • Occupational Health & Safety • Quality Team • Workforce Development Team • Consumer Advisors

About you – to succeed in this role

You will have

Essential:

- Registered with the Nursing Council of New Zealand
- Holds a current Annual Practising Certificate from the Nursing Council of New Zealand
- Minimum 5 years working either within the clinical specialty or relevant senior nursing role
- Holds or is actively working towards a relevant Post-graduate Diploma
- Demonstrate advanced nursing skills comparable to senior nurse or expert PDRP level
- Demonstrate skills in nursing leadership
- New Zealand residency and/or current work permit
- Computer literate

Desired:

- Obtained or working towards relevant Clinical Masters
- Holds either a proficient or senior nurse PDRP

- Demonstrate ability to develop nursing standards and quality initiatives
- Demonstrates teaching, mentoring, and coaching skills
- Demonstrate involvement in research that has changed nursing practice

You will be able to Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.
- Displays a high degree of confidence, assertiveness and innovation
- Acts as a clinical role model for nurses
- Excellent communication skills
- Excellent personal organisational skills
- Demonstrate practice that is consumer and whanau focused
- Ability to work autonomously and with a team
- Accepts responsibility with actions
- Assists with quality improvement by being innovative and proactive
- Displays a commitment to ongoing professional development
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ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.