

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

Title	Associate Charge Nurse Manager (Inpatient)			
Reports to	Directly reports to Charge Nurse Manager Area Service Manager or Nursing Director Professionally reports to the service area Nurse Consultant			
Location	Specialist Mental Health Services			
Department				
Direct Reports	Nil		Total FTE	0.94
Budget Size	Opex	No budget allocated to role	Capex	No budget allocated to role
Delegated Authority	HR nil		Finance nil	
Date				
Job band (indicative)	NZNO Senior Designated Nurses GRADE 2 RN			

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work to units a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and

- defining the competencies and behaviours we expect from everyone.

About the role

The Associate Charge Nurse Manager (ACNM) provides day-to-day operational support to the Charge Nurse Manager (CNM). This occurs through operational leadership of the units, coordinating across services, and providing delegated managerial responsibilities.

While the ACNM role is predominantly operational, this senior nursing role is also pivotal in fostering a culture that promotes clinical excellence, innovation; teaching, learning and research to achieve best outcomes for tangata whaiora and their whanau.

Role Responsibilities	Expected Outcomes / Performance Indicators
Providing operational leadership of day-to-day running of the unit	• Provides day-to-day oversight and co-ordination of staff across the unit • Proactively liaises with clinical leadership of other units within the service to ensure operational functioning of the whole service • Dependent on skill-mix of team, acuity and need of tangata whaiora, may take a caseload to provide leadership to others. • Undertakes all unit operational aspects and responsibilities as directed by the CNM (refer to Appendix One for Task list)
Providing nursing management activities	• Liaises with other senior nurses regarding workforce management and nursing resources and VRM across the division in order to provide care coordination and tangata whaiora flow • Coordinates and responds to escalating clinical and operational situations in consultation with nursing leadership • In conjunction with the unit Clinical Nurse Specialist (CNS), undertakes success and development planning for non-senior nursing staff and mental health assistants • In consultation with the CNM addresses nursing poor performance issues in a timely manner • Provides CNM cover when that person is absent • Is involved in and leads unit and service level quality assurance and improvement activities
Demonstrating leadership in promoting a values-based nursing team culture based on equity, inclusion and professionalism	• Role-models practice that is professional, equitable, tikanga-informed and inclusive • In consultation with the CNM and CNS, is involved in practice initiatives to ensure a practice culture that lessen health inequities for tangata whaiora • Demonstrates leadership in the development of a nursing (and wider-team) culture of support, respect and inclusiveness of all staff

Demonstrating leadership in nurses' workforce development	• Has an understanding of Health New Zealand workforce development initiatives and assists nurses to apply these to their practice • Proactively ensures operational management that ensures nurses are able to attend workforce development opportunities, including education and clinical supervision • Provides clinical supervision to nurses in the wider-SMHS • Is engaged in own clinical supervision
Taking a leadership role in innovation & improvement	• Fosters a culture where individuals are encouraged to share their suggestions on how to improve and enhance practice • In consultation with the area nurse consultant and the unit CNS, is involved in practice innovation projects
Demonstrating collaboration and relationship management	• Role-models positive collaborative relationships • Coaches nursing staff to have positive individual and team relationships. • Works with Te Korowhai Atawhai and other cultural supports to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
Taking a leadership role in 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 practical steps to mitigate risks and hazards in the workplace that could cause harm, whilst maintaining high-quality tangata whaiora outcomes. • Promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Taking a leadership role with 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 speciality area. • Understands, and operates within, the financial and operational delegations of their role, ensuring team members are also similarly aware. • Supports data gathering and reporting (such as Care Capacity Demand Management, KPIs, and incident management) processes.

Matters which must be referred to the Charge Nurse Manager

- Matters which pose a risk to safety or which may affect a nurse's ability to safely practice.

Relationships

External	Internal
• Professional and industrial organisations • NGO's, Māori and community providers • Primary Care	• Staff of the Specialist Mental Health Service • Tangata whaiora and their whanau or families • SMHS Lived Experience team

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| | <ul style="list-style-type: none">• Te Korowai Atawhai• Service Leadership Team |
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About you – to succeed in this role

You will

Essential:

- Hold a current Nursing Council of New Zealand RN practicing certificate with scope to work in mental health
- Have a minimum of three years of nursing experience post registration in a tertiary level specialist mental health service
- Have an in-depth knowledge of the health sector and issues affecting tāngata whaiora and equality of healthcare.
- Have experience in implementing Te Tiriti o Waitangi in practice.
- Be receiving Clinical Supervision
- Be trained in Clinical Supervision and provide this to other SMHS clinicians
- Working towards post-graduate qualification, with minimum post-graduate diploma in a relevant health field.
- Be competent in information technology used in SMHS

Desired:

- Hold a Masters level qualification in nursing or other relevant health field
- Have current membership of a nursing professional body

You will be able to Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Maximise the contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Demonstrate an ability to instigate and maintain positive working relationships with others
- Be able to proactively foster connections with other health professionals locally, regionally, nationally and internationally.
- Demonstrate self-awareness of your impact on people
- Develop your own leadership practice
- Demonstrate high standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

Desired:

- Lead change and service quality improvement initiatives.
- Deliver education and nursing development
- Participate in research to develop nursing practice

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 your line manager and professional lead.

**Appendix one: Operational aspects and responsibilities directed by the practice area
CNM**