

 HAWKE'S BAY District Health Board Whakawāteatia	Associate Clinical Nurse Manager			
	GROUP	Hospital Group	DEPARTMENT	Respiratory Ward (A1)
	REPORTING TO (operationally)	Clinical Nurse Manager	REPORTING TO (professionally)	Clinical Nurse Manager
GROUP RESPONSIBILITIES & DIRECT REPORTS	This role covers the Respiratory Ward (A1) in the Hawke's Bay District Health Board (HBDHB) Staff reporting - Nil Direct Nil Indirect			
PURPOSE OF THE POSITION	To support the Clinical Nurse Manager (CNM) with delegated operational management and professional activities of the Respiratory (A1) ward in consultation with the Group Leadership Team and other relevant managers. This includes: <ul style="list-style-type: none"> • Clinical support and expertise to enable an effective practice environment (patient flow) • Ongoing delegated responsibility for human resource activity which includes safe staffing, rostering, annual performance reviews, peer review for nursing PDRP requirements, annual and sick leave management • Provision of direct clinical care as required • Provides clinical leadership for staff and assists with coaching and supervision 			
KEY DELIVERABLES	<p>Contributes to delivery of safe and effective services in partnership with clinicians</p> <ul style="list-style-type: none"> • Maintains a safe environment for patients, staff and the public • Service delivery and capacity is managed within available resources • Standards of care are assured and documented • Build effective relationships with clinical teams within the department and across other departments <p>Safe staffing and staff management</p> <ul style="list-style-type: none"> • Participates in staff recruitment to maintain safe staffing levels within department • Ensures staff are competent, motivated and appropriately trained (including all mandatory training) who are focused on providing the best possible patient care by agreeing accountabilities and standards of performance and regularly providing feedback, taking corrective action as appropriate and acknowledging good performance • Contributes to team annual performance review and competence as evidenced by a currently assessed nursing portfolio via the approved Professional Development and Recognition Programme (PDRP) • Contributes to leave management requirements (annual & sick leave) ensuring appropriate coverage to ensure staffing levels are maintained • Supports the CNM in ensuring rosters are compliant with the DHB/NZNO MECA requirements • Supports staff as delegated on return to work programmes with Occupational Health • Supports CNM to ensure nursing staff maintain APC's and are supported to demonstrate competencies via the nursing professional development and recognition programme (PDRP) • Supports clinical placements for undergraduate nursing students throughout the academic year <p>Quality systems</p> <ul style="list-style-type: none"> • Supports compliance of systems to facilitate continuity of quality patient care, during the patient journey • Supports the CNM as delegated with event and complaints management • Implements and contributes to quality initiative requirements including audit and evaluation 			
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <ul style="list-style-type: none"> • Not to do anything that puts your own H&S at risk • Not to do anything that puts others H&S at risk • To follow all health and safety policies and procedures • To follow all reasonable health and safety instructions (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> • Clinical Nurse Manager • Nursing & HCA team within department • Group Leadership team • Allied Health staff • Medical staff • Wider teams across departments • Hospital Co-ordination Unit • Duty Managers • Chief Nursing Officer • Education & Development services 		<p>EXTERNAL</p> <ul style="list-style-type: none"> • Other service providers • Primary and NGO sector • Regional/other DHB services • Academic providers e.g. EIT students & staff • Nursing Council of New Zealand • New Zealand Nurses Organisation • Ministry of Health/National Health Board • HQSC 	

DELEGATION AND DECISION	<ul style="list-style-type: none"> • Makes decisions within delegated responsibility to meet requirements within the department • Is required to ensure human resource components of the role meet agreed KPI's • Works collaboratively with the CNM and any other ACNM's within the department to achieve the plan and to problem solve complex issues as they arise. • Provides leave cover for the CNM
EMPLOYMENT AGREEMENT & SALARY	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurse Grade 4, according to qualifications and experience pro rata for hours worked.
HOURS OF WORK	48 hours per fortnight
TENURE:	Fixed Term to July 2023
EMPLOYMENT AGREEMENT & SALARY	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurse Grade 4 according to qualifications and experience pro rata for hours worked.
DATE	April 2022
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> • As delegated
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> • Manages both nurses and health care assistants within the department • Effectively managing time and prioritising workload to ensure work is completed within the agreed time and KPI's are met • Completion of annual performance reviews for all team members

ESSENTIAL CRITERIA

Qualifications

- Current registration with Nursing Council of New Zealand as a Registered Nurse.
- Post graduate qualification in nursing / health with ongoing tertiary study plans.

Experience

- At least 3 years clinical experience in the medical area.
- Proven leadership skills
- Experience in influencing and implementing practice changes
- Proven customer service skills.

Business / Technical Skills

- Holds a current annual practising certificate as a Registered Nurse.
- Holds a currently assessed expert level or designated senior nurse level PDRP via an approved Nursing Professional Development Recognition Programme (PDRP).
- Has a sound knowledge of IT programmes e.g. word, excel, etc.
- An understanding of continuous quality improvement.
- An understanding of HR process & performance management.

Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice).
- Ability to grasp implications of a situation quickly and is able to make effective decisions quickly.

Key Attributes

- Demonstrated ability to work within a team.
- Demonstrated time management skills.
- Effective communication skills.
- Positive attitude with problem solving focus

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical requirements for role

- Able to kneel
- Able to get 1 knee up on bed
- Able to squat
- Able to raise arms above head
- Able to reach arms out in front
- Able to walk up 2 flights of stairs without stopping
- Able to do at least 3 half press ups (i.e. on knees)

Vaccination status for role

Vaccinations as per the current employee immunisation policy including annual influenza and COVID -19 vaccinations.

DESIRABLE CRITERIA

Experience

- Experience and understanding of HR process and performance management
- Project management
- Knowledge of the political, legislative or other external influences affecting the health sector.

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.



Our Vision and Values

Te hauora o te Matau-a-Māui: Healthy Hawke's Bay
Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT
Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT
Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

RARANGATE TIRA PARTNERSHIP
Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE
Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.