<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Team Leader/Associate Clinical Nurse Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTORATE</td>
<td>Mental Health &amp; Addiction Services Directorate</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Child, Adolescent family Services (CAF)</td>
</tr>
<tr>
<td>REPORTING TO (operationally)</td>
<td>Manager CAFS</td>
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<tr>
<td>REPORTING TO (professionally)</td>
<td>Nurse Director (nursing) or Allied Health Director (Allied health)</td>
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</tbody>
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**DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS**

- This role covers the geographical area of Hawke's Bay in the Hawke's Bay District Health Board (HBDHB)
- Staff reporting - Nil

**PURPOSE OF THE POSITION**

- To support the Clinical Manager (CM) with delegated operational management and professional activities of CAFS in consultation with the Mental Health and Addictions Directorate Leadership Team and other relevant managers. This includes:
  - Ongoing responsibility for human resource activity which includes safe staffing, annual performance reviews, peer review for nursing PDRP requirements, annual and sick leave management
  - Supports the delivery of safe clinical practice within CAFS with the support of the clinical manager and Service Directorate Team. This includes achievement of the MOH Health Targets, National Mental Health KPIs and financial sustainability.
  - Supports the performance management of personnel which complies with the established organisational policies.
  - Ensuring resources are used effectively and budgets are delivered to plan
  - Supports the delivery of safe clinical care within the Child, Adolescent and Family Service. This includes achievement of the MOH Health Targets, National CAFS KPIs and financial sustainability.
  - Ensure that the patient episode of care complies with the HDC Consumer Rights.
  - To operationally and strategically support the ongoing development of CAFS.
  - To participate in projects and other service development initiatives.
  - To recognise and support the delivery of the Hawkes Bay Health sector vision

**LEADERSHIP Providing professional leadership to the clinical team & developing a high standard of service delivery.**

- Assists in care co-ordination CAFS, by leading a ‘team-work’ culture and being accountable for the provision of safe, effective and appropriate care using knowledge and skills gained from professional education and practical experience.
- Supports the team with the delivery of MOH targets, National CAFS KPIs and DHB financial sustainability
- Role models excellence in clinical practice and patient management processes.
- Provides clinical support and supervision, preceptorship and coaching for staff. Assisting with coordinating student activity and tutor liaison within the clinical area.
- Participates in the development of the annual service/continuum plan and monitoring of performance, which includes:
  - Participating in budgetting processes, product evaluation and equipment purchase and associated corrective action
  - Fiscal awareness consistent with service/continuum plans
  - Responsibility for communication to CM regarding financial issues and risks facing the service.

**PRODUCTIVITY & UTILISATION Continuing clinical coordination to enable staff to meet the patient / consumer/ tangata whaiora needs in an efficient and effective manner.**

- Facilitating safe rostering practices for the clinical area, when delegated by the CM, ensuring appropriate utilisation of resources for patient care delivery, including providing direct clinical care as required.
- Workload monitoring and data capture is maintained utilising the organisation approved system.
- Assists the CM with recruitment and retention procedures, which may include:
  - Interviewing
  - Reference checking
  - Orientating/preceptorship
  - Developing.
- Coaches and develops new staff within the clinical team, representing the CAFS specialty perspective.
- Fosters the awareness of all staff to work within relevant Codes of Conduct, Professional Boundaries, Code of Health and Disability Service Consumers’ Rights, HBDHB Professional Standards, Clinical Practice Guidelines and the Health Records Policy.
**WORKFORCE DEVELOPMENT** Facilitates the CNM with building the capacity and capability of nurses with the clinical area to meet service objectives.

- Foster and participate in peer review and reflective practice processes.
- Contributes to individuals learning and professional development plans, in line with Regulatory Body requirements with APC and HBDHB professional portfolio requirements.
- Collaborates with team members to facilitate the development, implementation and evaluation of team education, utilising evidence based clinical pathways, relevant standards of practice and protocols, to improve patient outcomes, as delegated by the CM.
- Foster a work environment where staff feel valued and are developed by information sharing and communication.
- Participates in projects and working parties as delegated by the CM to address organisation wide issues.

**CLINICAL PRACTICE** *Individual responsibility for position requirements.*

- Works towards clinical practice at designated senior nursing level of the Nursing Professional Development and Recognition Programme (PDRP) or works towards obtaining Career Advancement Salary Progression (CASP) recognition if allied health.
- Utilises the principles of Recovery and people centred care when introducing clinical area practice improvements.
- Demonstrates knowledge and a commitment to the principles of the Treaty of Waitangi.
- Demonstrates expertise in applying the principles of teaching and learning in association with patient/client care.

**QUALITY SYSTEMS** *Maintains quality systems, including standards of practice and service standards.*

- Participates in auditing effectiveness of service improvement and delivery, continuously streamlining, monitoring and maintaining operational processes as delegated by CM and communicating to the team.
- Complies with legislative requirements as per the HBDHB policy.
- Fostering quality and safe practice in line with risk management policies.
- Ensures compliance with HBDHB Health and Safety requirements, and encouraging proactive hazard identification, reporting and management.

**PATIENT SAFETY**

- Demonstrates the use of patient safety mechanisms to identify near misses.
- Participation in multi-disciplinary meetings and systems.

**DRIVE FOR RESULTS**

- Demonstrates the ability to drive self and others to deliver results e.g. MOH targets, KPI’s, service plans.
- Consistently and constantly fosters joint problem solving and decision making across the team and wider.
- Manages the balance between meeting both organisational wide targets and budget requirements.
- Demonstrates the following:
  - Strong prioritisation skills
  - Communication skills (both verbal and written) and
  - The running of effective meetings

**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:

- 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

<table>
<thead>
<tr>
<th><strong>INTERNAL</strong></th>
<th><strong>EXTERNAL</strong></th>
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<tbody>
<tr>
<td>Patients/Consumer/Tangata Whaioa</td>
<td>Families/whanau and caregivers</td>
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<tr>
<td>Service Directorate (i.e., Nurse Director, Clinical Director, Service Director)</td>
<td>Primary health providers, Maori health providers, NGO’s</td>
</tr>
<tr>
<td>Wider Organisational Nursing team (i.e., Nurse Educators, Clinical Nurse Specialists, Nurse Practitioners, Registered and Enrolled Nurses)</td>
<td>Health agencies e.g. community, governmental</td>
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<tr>
<td>Chief Nursing Officer</td>
<td>General Practitioners</td>
</tr>
<tr>
<td>Allied Health Staff</td>
<td>Practice Nurses</td>
</tr>
<tr>
<td>Medical Staff</td>
<td>National Specialty Groups</td>
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<tr>
<td>Multi-disciplinary teams within the DHB</td>
<td>Rural Health Centres</td>
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<tr>
<td>Other team members (i.e., Care Associates, Nursing students)</td>
<td>Training and Education Providers</td>
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<tr>
<td>Relevant advisory groups/committees</td>
<td>Professional Organisations</td>
</tr>
<tr>
<td>Information Services</td>
<td>Other health care providers (National District Health Boards)</td>
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<tr>
<td></td>
<td>Social Service and Justice Agencies, e.g. Police</td>
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### Delegation and Decision

- 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 team members to achieve the plan and to problem solve complex issues as they arise.

### Hours of Work

- 80 per fortnight

### Employment Agreement & Salary

- In accordance with the DHB’s / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA):
  - Designated Senior Nurse Grade 5 $94,088 - $103,596 gross per annum according to qualifications and experience.
- In accordance PSA Allied Multi-Employer Collective Agreement (MECA):
  - Designated position Step 11 $91,434 to Step 13 $104,495 gross per annum according to qualifications and experience.

### Date

- October 2019

### Expenditure & Budget Accountability

- N/A

### Scope & Complexity

- Manages both nurses and allied health staff 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 with the support of the clinical manager.
ESSENTIAL CRITERIA

Qualifications
Current registration with:
- Nursing Council of New Zealand as Registered Nurse.
- Other allied health regulatory boards (OT board, SW board, psychology board)

Experience
- A minimum of five years’ experience working in a Mental Health Service, preferably CAFS
- Evidence of completion of a relevant postgraduate certificate with evidence of working towards a postgraduate diploma.
- Excellent facilitation, co-ordination, planning and prioritisation skills.
- Effective communication skills to build positive relationships.
- Demonstrated effective ability in written and oral communication, including presentation skills both formal and informal.
- Knowledge of and a demonstrated ability to achieve continuous improvement outcomes.
- Experience of working with audits and research.
- Leadership and mentoring qualities, including preceptorship & adult teaching skills
- Proven ability to work within a multi-disciplinary team.

Business / Technical Skills
- Holds a current annual practising certificate as Registered Nurse, registered occupational therapist, registered social worker, and registered psychologist.
- Holds a currently assessed nursing portfolio as assessed via an approved Professional Development Recognition Programme (PDRP) at proficient level or is working towards CASP
- Demonstrated ability to work within a team.
- Demonstrated time management skills.
- Demonstrated experience in implementing service improvement / quality initiatives

Key Attributes
- Effective communication skills
- Positive attitude
- The ability to identify and develop networks to support self and staff

Effectively Engaging with Māori
- 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

DESIRABLE CRITERIA

Experience
- Postgraduate training in CAMHS
- Postgraduate experience in different therapies

Business / Technical Skills
- Experience in leadership roles within multi-disciplinary teams

Our Vision and Values
Te hauora a te Matau-ā-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.

Our Health Hawke's Bay

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.

RARANGA TE 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.
- 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 vaccination