



<p>KEY DELIVERABLES (cont)</p>	<p><b>Data and Information</b></p> <ul style="list-style-type: none"> <li>• Have a working knowledge of the validated patient acuity system (TrendCare) and the importance of acuity data to the organisations total data picture.</li> <li>• Actively support staff with the data collection process and collate information and data for the purpose of data analysis into reports.</li> <li>• Actively assist and support internal DHB teams and personnel in undertaking data collection.</li> <li>• Provide appropriate CCDM Programme information and data analysis to DHB stakeholder groups and gather feedback.</li> <li>• Articulate the significance of good data to the organisation and the successful implementation of the CCDM programme.</li> <li>• Support the development of data literacy and understanding of specific DHB data generated by implementation of the Programme tools and processes.</li> </ul> <p><b>Partnership</b></p> <ul style="list-style-type: none"> <li>• Facilitate and model partnership as foundational to all programme activity at all levels of the organisation.</li> <li>• Engage with and support the parties to explore / foster creative solutions through collaboration.</li> </ul> <p><b>Review</b></p> <ul style="list-style-type: none"> <li>• Ensure processes are reviewed and aligned to support business and clinical objectives.</li> <li>• Facilitate and support programme evaluation activity utilising the specific CCDM Programme metrics reflecting impact on patient care, staff wellbeing and the best use of health resources.</li> <li>• Maintain records of activity for review and audit purposes.</li> </ul>	
<p>HEALTH &amp; SAFETY RESPONSIBILITIES</p>	<p>HBDHB is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>• Not to do anything that puts your own H&amp;S at risk</li> <li>• Not to do anything that puts others H&amp;S at risk</li> <li>• To follow all health and safety policies and procedures</li> <li>• To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
<p>KEY WORKING RELATIONSHIPS</p>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• Chief Nursing &amp; Midwifery Officer</li> <li>• Director of Nursing/ Midwifery and Allied Health, Clinical Nurse and Midwifery Managers, Allied Health Leaders.</li> <li>• HS Group Managers</li> <li>• TrendCare &amp; Capacity Systems Manager and TrendCare Coordinator, CCDM Data Analyst</li> <li>• DHB SSHW CCDM Implementation Programme Working Groups including Allied Health</li> <li>• Site Union Delegates - including: NZNO, PSA, MERAS</li> <li>• Integrated Operations Centre</li> <li>• Duty Managers</li> <li>• Digital Enablement</li> <li>• DHB SSHW CCDM programme</li> <li>• Wider nursing, midwifery and health care assistant workforce</li> <li>• Union delegates</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>• CCDM contractors and support staff</li> <li>• Safe Staffing Healthy Workforce Unit</li> <li>• NZNO /MERAS / PSA Organiser, professional Advisors &amp; other relevant health unions</li> <li>• Other DHB CCDM Managers / Coordinators</li> <li>• Other health agencies</li> </ul>

<b>DELEGATION AND DECISION</b>	Nil
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurse Grade 4 (step 1 – 3) \$91,899 - \$101,541 gross per annum according to qualifications and experience pro rata for hours worked
<b>DATE</b>	September 2021
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>• Building expertise in the tools and processes required to support CCDM</li> <li>• Challenges of working with multiple stakeholders</li> <li>• Maintaining the momentum of change in an acute healthcare environment</li> </ul>

## ESSENTIAL CRITERIA

### Qualifications

- Current registration with Nursing Council of New Zealand as Registered Nurse.
- Relevant health related postgraduate qualification at postgraduate diploma or higher.

### Experience

- Demonstrated ability to effectively communicate with stakeholders to provide a quality service.
- Demonstrated understanding of efficient resource utilisation.
- Demonstrated ability to develop, coordinate and deliver user training sessions.
- Demonstrated ability to critically analyse business and clinical data and to make appropriate recommendations based on findings.
- Demonstrated understanding of the principles of electronic data quality.
- Strong patient safety advocate and quality improvement ethos.

### Business / Technical Skills

- Holds a current annual practising certificate as a Registered Nurse
- Data analysis skills
- Competent user of computer packages such as Excel, Word etc.

### Key Attributes

- Effective communication skills.
- Positive attitude with problem solving focus.
- Uses initiative and able to work independently.
- Enjoys a challenge

### 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:

- There are no physical requirements of this role.

### Vaccination status for role:

- Annual influenza and Covid-19 vaccination, as per NZ approved regime, required.

## DESIRABLE CRITERIA

### Experience

- TrendCare and Capacity Planner knowledge



## Our Vision and Values

*Te hauora o 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.



### 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.