

Te Whatu Ora Health New Zealand Te Matau a Māui Hawke's Bay	POSITION TITLE	Clinical Nurse Coordinator - Community Nursing		
	GROUP	Whanau and Communities	DEPARTMENT	Community Nursing
	REPORTING TO (operationally)	Clinical Nurse Manager	REPORTING TO (professionally)	Clinical Nurse Manager
GROUP RESPONSIBILITIES & DIRECT REPORTS	This role covers the Community Nursing Service within Te Matau a Māui Hawke's Bay. Staff reporting - N/A Direct N/A Indirect			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To deliver a high standard of service delivery and enable efficient patient flow through the service. To provide direct clinical coordination of patients, systems and resources, promoting team work, and ensuring service delivery is appropriate and effective. To provide clinical advice and support for the clinical staff within the service and ward areas. To support and develop relationships between departments within the hospital, primary and community settings to promote patient flow. 			
KEY DELIVERABLES	The Clinical Nurse Coordinator will practice in accordance with the Nursing Council of New Zealand Code of Conduct and competencies for a Registered Nurse. The CNC will utilise their nursing knowledge to: <ul style="list-style-type: none"> Have delegated responsibility for coordination of patient flow during the shift, including providing advice for the management of acutely unwell patients open to the services(s) and referrals to the Service. To ensure TrendCare is completed and actively supports Variance Response Management (VRM). Provide clinical advice to patients and other clinical staff. Supporting the development and implementation of quality improvement activities within the service. Demonstrates responsibility for supporting the learning of others e.g. new staff, graduates, nursing students, within the clinical area. You may be assigned additional portfolios within this role and these will be mutually agreed between yourself and your manager. Provide clinical cover for leave as required. Engages in professional development and ongoing maintenance of continuing competence with a professional development recognition programme (PDRP) portfolio, at proficient level with commitment to moving to expert level within 12 months of commencing within the role. 			
HEALTH & SAFETY RESPONSIBILITIES	Te Matau a Māui Hawke's Bay 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	INTERNAL <ul style="list-style-type: none"> Patients/Consumer/Tangata Whaiora Clinical Nurse Manager / Associate Nurse Manager Wider department nursing team Wider Organisational Nursing teams Chief Nursing Officer Allied Health Staff Medical Staff Other team members Administration staff 		EXTERNAL <ul style="list-style-type: none"> Other service providers Primary & NGO sector Rural health providers Regional/other services Academic providers e.g. EIT students & staff Nursing Council of New Zealand New Zealand Nurses Organisation Te Whatu Ora Health New Zealand Te Aka Whai Ora Health Quality Safety Commission 	

DELEGATION AND DECISION	<p>Registered Nurses practice are responsible for direction and delegation as outlined in the Nursing Council of New Zealand guidelines:</p> <ul style="list-style-type: none"> • Guideline: Responsibilities for direction and delegation of care to enrolled nurses (May 2011) • Guideline: Delegation of care by a registered nurse to a health care assistant (May 2011)
HOURS OF WORK	20 hours per fortnight
EMPLOYMENT AGREEMENT & SALARY	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurses Scale, Grade 3, Step 1 - Step 3 gross per annum according to qualifications and experience pro rata for hours worked.
TENURE	Permanent, part-time
DATE	December 2022
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> • Nil
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> • To provide safe nursing care in line with the Nursing Council of New Zealand (2007) competencies for the Registered Nurse scope of practice. • Supports both nurses and health care assistants within the service • Effectively managing time and prioritising workload to ensure work is completed

ESSENTIAL CRITERIA

Qualifications

- Current registration with Nursing Council of New Zealand as Registered Nurse

Experience

- Three years post graduate experience
- Unit / shift coordination experience

Business / Technical Skills

- Holds a current annual practising certificate as Registered Nurse
- Holds a currently assessed nursing portfolio as assessed via an approved Professional Development Recognition Programme (PDRP), at proficient level as a minimum
- Demonstrated ability to work within a team
- Demonstrated time management skills
- IV designation
- Competent computer skills in using word, outlook, understanding of patient management systems
- Current unendorsed drivers license

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 vaccination and COVID- 19 vaccinations.

DESIRABLE CRITERIA

Experience

- Experience in leadership roles
- Post graduate qualification in nursing / health with ongoing tertiary study plans (or with at least one postgraduate paper completed)
- Wound management experience

Business / Technical Skills

- Management skills



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.

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.