



	Clinical Nurse Coordinator – Community Nursing			
	POSITION TITLE			DEPARTMENT
	DIRECTORATE	Whanau and Communities	REPORTING TO (professionally)	Clinical Nurse Manager
REPORTING TO (operationally)	Clinical Nurse Manager	REPORTING TO (professionally)	Clinical Nurse Manager	
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers Community Nursing Services in the Hawke’s Bay District Health Board (HBDHB) 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. To support and develop relationships between departments within the hospital setting promoting patient flow. 			
KEY DELIVERABLES	<p>The Clinical Nurse Coordinator will practice in accordance with the Nursing Council of New Zealand Code of Conduct and competencies for a Registered Nurse.</p> <p>The CNC will utilise their nursing knowledge to:</p> <ul style="list-style-type: none"> Have delegated responsibility for coordination of patient flow during the day, including the management of referrals into the service, and the provision of advice and support for referrers 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 and 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	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <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 <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>			
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> Patients/Consumer/Tangata Whaiora Clinical Nurse Manager / Associate Nurse Manager Wider department nursing teams Wider Organisational Nursing teams Chief Nursing and Midwifery Officer Whanau and Communities management group Allied Health Staff Medical Staff Other team members Administration staff 		<p>EXTERNAL</p> <ul style="list-style-type: none"> Other service providers Primary & NGO sector Rural health providers Regional / other DHB services 	

DELEGATION AND DECISION	Registered Nurses practice are responsible for direction and delegation as outlined in the Nursing Council of New Zealand guidelines: <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)
EMPLOYMENT AGREEMENT & SALARY	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurses Scale, Grade 3 \$86,887 - \$96,378 gross per annum according to qualifications and experience pro rata for hours worked.
DATE	October 2021
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 nurses, health care assistants and administration staff within the Community Nursing 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
- Post graduate qualification in nursing / health with ongoing tertiary study plans

Experience

- Unit / shift coordination experience
- Experience working in the Community/ primary health environment
- Knowledge of the management of long-term conditions
- Knowledge of all aspects of wound management
- Urinary catheterisation experience
- CVL designation

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
- Current unendorsed drivers' licence

Key Attributes

- Demonstrated ability to work within a team.
- Demonstrated time management skills.
- Effective communication skills.
- Positive attitude with problem solving focus.
- Displays the organisational values at all times

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

DESIRABLE CRITERIA

Experience

- Experience in leadership roles

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.

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.

