

<b>Te Whatu Ora</b> Health New Zealand Te Matau a Māui Hawke's Bay	<b>POSITION TITLE</b>	<b>Clinical Nurse Specialist</b>		
	<b>GROUP</b>	People and Culture	<b>DEPARTMENT</b>	HR Operations
	<b>REPORTING TO (operationally)</b>	HR Operations Manager	<b>REPORTING TO (professionally)</b>	Chief Nursing Officer
<b>GROUP RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the whole of Provider Services in Te Whatu Ora – Health New Zealand, Te Matau a Māui, Hawke's Bay. Staff reporting - Nil			
<b>PURPOSE OF THE POSITION</b>	<p>As Clinical Nurse Specialist you will deliver a professional occupational health service to the management and staff of Te Whatu Ora – Hawke's Bay which includes delivering in the following areas:</p> <ul style="list-style-type: none"> <li>• Pre-employment and Fitness for work, including health monitoring as required</li> <li>• Injury, illness &amp; absenteeism management including event follow up, and rehabilitation if staff back to work after injury, illness or surgery</li> <li>• Accredited employers programme, injury management component, to tertiary level</li> <li>• Vaccination programme including the annual influenza initiative</li> <li>• Nurse led injury and illness management, including providing differential diagnosis, treatment plans, and referrals to other services when appropriate</li> <li>• Wellbeing programme management</li> <li>• Legislative required health monitoring</li> </ul> <p>As a designated senior nurse, you are accountable for ensuring health services provided are consistent with your education and assessed competence, meet legislative requirements and are supported by appropriate standards.</p>			
<b>KEY DELIVERABLES</b>	<p><b>Pre-employment and Fitness for work</b></p> <ul style="list-style-type: none"> <li>• Pre-employment assessments are carried out for new and existing staff within agreed timeframes to ensure the safe placement of staff into work areas</li> <li>• Health monitoring requirements are identified according to workplace risk and baseline screening, monitoring and exit testing completed as required to ensure the workplace does not have a detrimental impact on employee health</li> <li>• Where results highlight an individual issue, tactics are developed to maintain the staff health and wellbeing</li> <li>• Where results highlight a wider issue, occupational assessment and oversight is provided to address the broader issue</li> </ul> <p><b>Injury, Illness &amp; absenteeism management</b></p> <ul style="list-style-type: none"> <li>• To provide assistance with the rehabilitation of staff back to work through sound rehabilitation plans and programmes</li> <li>• Advice is provided for those with acute injuries or illness, including differential diagnosis and referral as appropriate</li> <li>• Injury management is provided in accordance with accredited employer programme standards working closely with third party provider to meet the standards to achieve tertiary status</li> <li>• Discussion and support are provided to the managers to successfully rehabilitate staff back to work</li> </ul> <p><b>Vaccination programme including the annual influenza initiative</b></p> <ul style="list-style-type: none"> <li>• Annual vaccination programme is run within budget and meets MoH requirements and reporting timeframes</li> <li>• Staff receive vaccinations as required for a healthy workforce and records are maintained and accurate</li> </ul> <p><b>Wellbeing programme management</b></p> <ul style="list-style-type: none"> <li>• Annual wellbeing programme is developed and run to meet the needs of staff and maintains staff wellbeing – this can include health promotion, retirement seminars, fatigue management initiatives</li> <li>• Programme is linked to national and local initiatives to ensure relevance</li> <li>• Programme covers all areas of the DHB so that all staff are included if they wish</li> </ul> <p><b>Legislative Health Monitoring</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate the annual or Bi-annual health monitoring requirements</li> <li>• Delivery and communication with key stakeholders with results</li> </ul> <p><b>Quality systems</b></p> <ul style="list-style-type: none"> <li>• Supports quality initiatives, contributes to specialty knowledge within occupational health</li> <li>• Facilitates / engages in educational activities with colleagues sharing expert knowledge</li> <li>• You may be assigned additional portfolios within this role and these will be mutually agreed between yourself and your manager</li> <li>• Engages in professional development and ongoing maintenance of continuing competence with a professional development recognition Programme (PDRP) portfolio, evidenced within 12 months of commencing within the role</li> </ul>			

<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>Te Whatu Ora – Hawke’s Bay 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>	
<b>KEY WORKING RELATIONSHIPS</b>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• All staff</li> <li>• Service managers</li> <li>• Infection, Prevention and Control</li> <li>• Safety and Wellbeing Advisors</li> <li>• HR Advisors</li> <li>• Medical Specialists</li> <li>• Specialist Occupational Physician</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>• WellNZ</li> <li>• ACC</li> <li>• Primary health care providers e.g. GP’s / NP’s</li> <li>• Other health providers e.g. physiotherapists, osteopaths, audiologists</li> </ul>
<b>DELEGATION AND DECISION</b>	<p>Makes decisions within clinical area to meet service &amp; staff member’s requirements.</p> <p>Works autonomously with a high degree of independence within the service area to achieve the plan of care and problem solve complex issues as they arise.</p> <p>Identifies trends and elevates these to relevant parties as required.</p>	
<b>HOURS OF WORK</b>	64 hours fortnight (0.8 FTE)	
<b>TENURE</b>	Permanent	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	<p>In accordance with the DHB/NZNO Nursing &amp; Midwifery Multi Employer Collective Agreement (MECA)</p> <p>Designated Senior Nurse Grade 4, Step 1 - Step 3 gross per annum according to qualifications and experience pro rata for hours worked.</p>	
<b>DATE</b>	August 2022	
<b>EXPENDITURE AND BUDGET RESPONSIBILITY</b>	Nil	
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>• This role works across provider services</li> <li>• Works with WellNZ guidelines in relation to work place interventions</li> <li>• Seeks advice from Occupational Health specialists in relation to monitoring and testing</li> </ul>	

## ESSENTIAL CRITERIA

### Qualifications

- Current registration with Nursing Council of New Zealand as Registered Nurse
- Evidence of completion of a postgraduate qualification or vocational registration (preferably a PG Diploma) and working towards a Master's degree

### Experience

- Recent clinical experience, with at least 5 - 10 years of experience in nursing with occupational health interest
- Experience in clinical roles with proven track record
- Ability to quickly analyse situations and provide direction

### 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 expert level
- Works cooperatively and works readily with managers.
- Prioritisation and time management skills

### Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice)
- Optimism and a strong sense of purpose or mission
- Ability to generate trust
- Relationship building with a wide variety of stakeholders

### Key Attributes

- Effective communication skills
- Exhibits empathy and compassion
- Positive attitude with problem solving focus
- Dedicated to setting & meeting high professional standards
- Continuous process improvement and future orientated
- Consistently delivers results beyond expectations
- Flexibility and able to deal confidently and positively with change and uncertainty

### 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

- Deep knowledge of occupational health in a health setting
- Thorough understanding of the Health & Safety at Work Act
- Knowledge of the political, legislative or other external influences affecting the health sector
- Experience in working with ACC

### Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional environment
- An understanding of continuous quality improvement



## 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.