	POSITION TITLE	POSITION TITLE Clinical Coordinator – Community Mental Health and Addictions S			
	DIRECTORATE	Mental Health and Addictions	DEPARTMENT	Community Mental Health and Addictions (North Team)	
HAWKE'S BAY District Health Board Whakawāteatia	REPORTING TO (operationally)	Clinical Manager, Community Mental Health and Addictions North Team	REPORTING TO (professionally)	Professional group reporting line	
IRECTORATE ESPONSIBILITIES & IRECT REPORTS	This role covers the Community Mental Health and Addictions Service North Team in the Hawke's B District Health Board (HBDHB).  Staff reporting - Nil.				
PURPOSE OF THE POSITION  KEY DELIVERABLES	The Clinical Coordinator (clinician) is part of the multidisciplinary team providing leadership and clinic				
	<ul> <li>services within the Community Mental Health and Addictions (CMHA) team.</li> <li>This role works with the Clinical Coordination Service (CCS) and the Clinical Manager to oversee the daily operation of service delivery; building relationships, working with and liaising with other agenciate to ensure that a high standard of supports are delivered to consumers.</li> </ul>				
	• To act as a clinical resource to the team; offering consultation, advice, mentoring, and facilitation evidence based practice.				
	• To ensure and prioritise a focus on patient safety and quality relating to care and processes within t Community Mental Health and Addictions Service.				
	• Delivery of organisational key performance indicators (KPIs) including relevant Ministry of Hea (MoH) target, financial budgets and service plans.				
	To recognise and support the delivery of the Hawke's Bay health sector vision.				
	Provide Key Worker role with reduced caseload.				
	Leadership				
	Providing leadership to the clinical team/acting as a highly effective role model.				
	o Provides high level of clinical competence and professional behaviour.				
	<ul> <li>Supports the CCS in triage and allocation of referrals to mental health and services.</li> </ul>				
	<ul> <li>Takes a leadership role in the multidisciplinary processes through; coordination or review timetab ensuring reviews occur and relevant people attend, chairing reviews as required, ensuring robu review, evaluation and discharge planning occurs (utilising identified measurement tools).</li> <li>Provides clinical support, supervision, preceptorship and coaching of staff.</li> </ul>				
	<ul> <li>Actively monitor utilisation of team resources e.g. CCS allocation and team capacity to meet demand.</li> </ul>				
	<ul> <li>Attendance and active participation in meetings, thereby ensuring consistency or the ro /implementation of team activities.</li> </ul>				
	Management of a clinical caseload and participation in duty roster.				
	Clinical Practice				
	<ul> <li>Maintains clinical practice at advanced level i.e. if position holder is a nurse then level 4 of the nursir professional development and recognition programme (PDRP).</li> </ul>				
	o Utilises the principles of people centred care when introducing clinical area practice improvements.				
	<ul> <li>Demonstrates knowledge and a commitment to the principles of the Treaty of Waitangi with a focu on achieving equity.</li> </ul>				
	<ul> <li>Demonstrates expertise in applying the principles of teaching and learning in association with patient/client care.</li> </ul>				
	Management				
	<ul> <li>Provides guidance and coordination in response to complex clinical cases, or in the event of an urger clinical need arising with team caseloads.</li> </ul>				
	o Facilitate individual review of caseloads.				
	o Resport to to Clinical Manager any identified service/clinical risks, achievements/strengths				

- Resport to to Clinical Manager any identified service/clinical risks, achievements/strengths.
   Liaise with external services as required.
- o Support Clinical Manager in annual performance review plan for clinicians.

### **Workforce Development**

Identifies and builds the capacity and capability of all staff within the clinical area to meet service objectives.

- o Staff performance development plans are aligned with the approved service plan.
- o Facilitates and evaluates team education, as required, utilising evidence based clinical paythways, relevant professional standards of practice, to improve patient outcomes.
- o Provide a work environment where staff feel valued and are developed to meet both individual and

	organisational needs.  o Information sharing/communication.				
	Productivity and Utilisation				
	<ul> <li>Working with Clinical Manager to maximise systems, processes and resources to enable staff to meet the patient/ consumer/tanagata whaiora needs in an efficient and effective manner.</li> </ul>				
	Active workload monitoring and data capture is maintained.				
	Quality Systems				
	Establishes and maintains quality systems, including standards of practice and service standards.				
	<ul> <li>Complies with legislative requirements as per the HBDHB policy.</li> </ul>				
	<ul> <li>Maintaining and promoting quality and safe practice in line with risk management policies.</li> <li>Ensures compliance with HBDHB Health and Safety requirements, and encouraging proactive hazard identification, reporting and management.</li> </ul>				
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health and safety of all its staff, contractors, volunteers and patients. In this role, your duties are:				
	Not to do anything that puts your own health and safety at risk				
	Not to do anything that puts others health and safety 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).				
	INTERNAL	EXTERNAL			
	Patients/consumers/tangata whaiora	Iwi Providers			
	Service Director	Primary health providers			
	Medical Director	Health agencies			
	Nurse Director	General Practitioners			
KEY WORKING	Director of nursing	Practice Nurses			
RELATIONSHIPS	Director or allied health	National specialty groups			
	Medical staff	Rural health centres			
	Nursing staff	Training and education providers			
	Allied health staff	Professional organisations			
	Māori Health	Other health care providers (national District			
	Relevant advisory groups and committees	Health Boards)			
	Information Services				
DELEGATION AND DECISION	Demonstrates the ability to drive self and others to deliver results.				
	Consistently and constantly fosters joint problem solving and decision making across team and wider.  Proved that the second of the secon				
	Demonstrates ability to blend people into teams when needed to work autonomously.				
HOURS OF WORK	80 per fortnight				
EMPLOYMENT AGREEMENT & SALARY	In accordance with the appropriate employment agreement applicable to profession.				
DATE	June 2020				
EXPENDITURE & BUDGET ACCOUNTABILITY	• Nil.				
	Works with both nurses and allied health professionals.				
SCOPE & COMPLEXITY	Effectively managing time and prioritising workload to ensure work is completed to a high standard.				
SOOTE & COMIT LEATT					
	Manages the balance between meeting both	anages the balance between meeting both organisational wide targets and budget requireements.			

#### **ESSENTIAL CRITERIA**

#### Qualifications

- Registered Health Practitioner with current annual practising certificate.
- Relevant post graduate qualification.

#### Experience

- Extensive experience in mental health and addictions.
- Proven leadership skills.

#### **Business / Technical Skills**

- Advanced knowledge and experience in clinical specialty area.
- Problem solving and communication skills.
- Proven ability to work within multidisciplinary team.
- Demonstrates an understanding of continuous quality improvement

#### Leadership Competencies

- High degree of maturity, stability and self-confidence.
- Clinical role model.
- Credibility and integrity (embraces professionalism and ethical practice).
- Ability to grasp implications of a situation quickly.

#### **Key Attributes**

- 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: -

Must be physically able to undertake role.

#### Vaccination status for role:

Vaccinations in accordance with HBDHB policy.

#### **DESIRABLE CRITERIA**

#### Experience

- Understanding of the New Zealand Mental Health and Addictions context.
- Knowledge of the political, legislative or other external influences affecting the health sector.

#### **Business / Technical Skills**

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace..
- Intermediate or above IT skills.
- Experience with budget and financial management..



### **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.

# AKINA 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.