

Health New Zealand Te Whatu Ora	POSITION TITLE	Nurse Manager, Wairoa Hospital & Health Centre		
	GROUP	Whānau & Communities Group	DEPARTMENT	Wairoa Hospital & Health Centre
	REPORTING TO (operationally)	Rural & Locality Services Operational Manager	REPORTING TO (professionally)	Director of Nursing Whānau & Communities
GROUP RESPONSIBILITIES & DIRECT REPORTS	This position holds responsibility for Wairoa Hospital & Health Centre including the Acute Ward, Emergency Department, Outpatient Department, Maternity and Community teams at Health New Zealand Te Whatu Ora Hawke’s Bay Te Matau a Māui. Staff reporting: Approximately 40 FTE direct operational and professional reports.			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To actively lead, set and manage the operational, budgetary, staffing / human resource activity and professional activities of Wairoa Hospital & Health Centre in partnership with the Wairoa Operational Manager and Wairoa Clinical Lead and the Whānau & Communities Group Leadership Team. To provide day to day operational management support for all clinical teams. To provide professional leadership to the nursing team, developing nursing service and monitoring quality, including standard of practice and service standards. Provide a variety of approaches for ensuring all staff understand their responsibilities as Te Tiriti o Waitangi partners. To operationally and strategically support the ongoing development of innovative services that will be responsive to the specific health needs of the Wairoa population. 			
KEY DELIVERABLES	<p>Delivery of safe and effective services in partnership with clinicians</p> <ul style="list-style-type: none"> Works with Operational Manager and Clinical Lead to oversee the patient flight / transport coordination, ensuring strong stakeholder relationship with base hospital and the transport team. Work to ensure that services delivered are equitable and accessible for Māori and Pacific people. Works with the ACNM to ensure that day to day operational management of Acute ED / Ward is undertaken. Works alongside clinical lead & ACNM to ensure the department’s performance and takes actions as required to ensure services are delivered and actively seeks quality improvements. Together with nursing leadership team is responsible for supporting safe clinical nursing practice. Together with Midwifery leadership team is responsible for supporting safe clinical midwifery practice. Maintains a safe environment for patients, staff and the public including facilities and equipment. Service delivery and capacity is managed within available resources. Build effective relationships with clinical teams within the department, and has strong working relationships with other health care providers in the Wairoa area. <p>Safe staffing</p> <ul style="list-style-type: none"> Effectively manages staffing recruitment to maintain safe staffing levels. Effectively manages leave requirements (annual & sick leave) ensuring appropriate coverage to ensure staffing levels are maintained. Ensures rosters are compliant with the relevant collective agreement requirements. Supports staff on return-to-work programmes with Occupational Health. Manages with HR input, any disciplinary requirements as per Health NZ Hawke’s Bay policy. Ensures staff are competent, motivated and appropriately trained (including all mandatory training) and who are focused on providing the best possible patient care. Ensures nursing, midwifery, and allied health staff maintain APC’s. Ensure nursing staff are supported to demonstrate competencies via the nursing Professional Development Recognition Programme (PDRP) & Midwifery Quality Leadership Programme (QLP). Supports clinical placements for undergraduate nursing students and other health related programmes throughout the academic year. Encourage and support the cadet programmes to generate future workforce. <p>Quality systems</p> <ul style="list-style-type: none"> In partnership with clinical lead, drives continuous quality improvement to ensure high quality care is provided to the patients and consumers. Is actively involved with project management and will lead selected service improvement activities as delegated by the respective clinical and management leaders. Systems are in place to facilitate continuity of quality patient care, during the patient journey. Ensures event and complaints reviews are actively managed including implementation of recommendations / outcomes. Implements quality initiatives / drives project implementation requirements. To ensure that the patient episode of care complies with the HDC Consumer Rights. 			

KEY DELIVERABLES (cont.)	Business management <ul style="list-style-type: none"> This role will have direct responsibility and accountability, for budget control, contractual compliance and reporting to ensure resources are used effectively to manage organisational risk. Contributes to service planning. 	
HEALTH & SAFETY RESPONSIBILITIES	<p>Health NZ 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:</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	INTERNAL <ul style="list-style-type: none"> Wairoa leadership team – Wairoa Hospital Manager and Clinical Lead Whānau & Communities Group Leadership team General Practitioners Health Service Managers and teams across services and specialist community and regional services Duty Managers Chief Nursing Officer Allied Health teams 	EXTERNAL <ul style="list-style-type: none"> Wairoa General Practice & primary health care services Rural Alliance Network Ngati Kahungunu Executive St Johns Ambulance Service Wairoa Community Organisations NGO providers Wairoa District Council Air Napier Cranford Hospice Academic providers e.g., Awanuiarangi, EIT students & staff Nursing Council of New Zealand Health New Zealand – Te Whatu Ora
DELEGATION AND DECISION	<ul style="list-style-type: none"> Makes decisions within department to meet service requirements Works autonomously with a high degree of independence within the unit to achieve the plan and problem solve complex issues as they arise. Maintains relationships with strategic business partners. 	
HOURS OF WORK	80hrs per fortnight	
TENURE	Permanent	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the Te Whatu Ora Health New Zealand and New Zealand Nurses Organisation Nursing & Midwifery Collective Agreement Senior Designated Nurses Scale, Grade 5 (formerly grade 7) \$130,154 - \$140,764 gross per annum according to qualifications and experience.	
DATE	July 2024	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> Works in partnership with the rural & Localities Operational Manager, Wairoa Hospital Manager and Wairoa Clinical Lead to manage the Wairoa Hospital & Health Centre. Manages an interdisciplinary team including nurses, midwives and allied health professionals. Works in a rural hospital setting with strong working relationships with the community and primary care health providers within Wairoa. It may be required that this position will need to cover an occasional acute ward shift due to the challenges of provide a safe roster this rural setting. 	

ESSENTIAL CRITERIA

Qualifications

- Current registration with Nursing Council of New Zealand as a Registered Nurse.
- Post graduate qualification in nursing / health with ongoing tertiary study plans.
 - *Consideration will be given to applicants who do not hold the required postgraduate qualification providing equivalent work experience and/or other programmes of study can be demonstrated.*
 - *If successful, the candidate will be required to complete the requisite qualification within a 12-month period.*
 - *Gaining of the required qualification is the responsibility of the employee/service.*

Experience

- Recent clinical experience
- A minimum of 5 years nursing experience.
- An understanding and a respect of kaupapa Māori and relationship within teo ao Māori
- Recent experience leading and developing teams
- Proven customer service skills.

Business / Technical Skills

- Holds a current annual practising certificate as a Registered Nurse.
- Holds a currently assessed expert level or designated senior nurse level PDRP via an approved PDRP.
- Has a sound knowledge of IT programmes e.g., word, excel, etc.
- An understanding of business and financial principles.
- An understanding of continuous quality improvement.
- An understanding of HR process & performance management.

Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice).
- Ability to grasp implications of a situation quickly and is able to make effective decisions quickly.

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 vaccinations.

DESIRABLE CRITERIA

Experience

- Rural health experience
- Experience with budget and financial management
- Competent computer operation skills
- Knowledge of the political, legislative or other external influences affecting the health sector
- Experience in leading and developing teams within the health sector

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.



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.