

	<b>POSITION TITLE</b> Clinical Coordinator (CC) / Clinical Nurse Coordinator (CNC)			
	<b>GROUP</b>	Mental Health & Addictions	<b>DEPARTMENT</b>	Harakeke: Intensive Day Programme
	<b>REPORTING TO (operationally)</b>	Clinical Nurse Manager	<b>REPORTING TO (professionally)</b>	Director of Nursing / Director of Allied Health
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the Mental Health and Addictions Group in the Hawke's Bay District Health Board (HBDHB) Staff reporting - Nil			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>To provide clinical coordination of patients, systems and resources, promoting team work, and ensuring service delivery is appropriate and effective.</li> <li>To provide clinical advice and support for the clinical staff within the Harakeke: Intensive Day Programme (IDP).</li> <li>Will contribute to interventions that are focussed on maximising independence through enabling performance of meaningful and purposeful activities.</li> <li>Will be an active member of a multi-disciplinary team within the overall IDP.</li> <li>Will provide group-based and individual interventions, and help to plan and deliver effective, evidence-based day treatment programming in collaboration with service users, carers, and professionals from other established services and contribute to the ongoing development of the group therapy programme.</li> </ul>			
<b>KEY DELIVERABLES</b>	<ul style="list-style-type: none"> <li>The Clinical Coordinator will practice in accordance with their Professional Code of Conduct and competencies.</li> <li>Manages and is accountable for providing safe, effective and appropriate intervention within a IDP setting.</li> <li>To provide high quality and responsive assessment, identification of goals, contracting, treatment interventions, with people and their families/whānau.</li> <li>Assessment and interventions include analysis of peoples' occupations, context, social inclusion and participation.</li> <li>Works within ethical guidelines, Code of Health and Disability Service Consumers' Rights, HBDHB Standards, clinical protocols and guidelines and the health records policy.</li> <li>Utilises the principles of patient centred care to enable best practise to support recovery.</li> <li>Provide clinical advice to patients and other clinical staff.</li> <li>Supporting the development and implementation of quality improvement activities within the service including policy reviews.</li> <li>Demonstrates expertise in applying the principles of teaching coaching and learning in association with supporting staff and patient education.</li> <li>Ensures that appropriate quality and risk management processes are in place and used effectively in liaison with the wider team and team leader. Including the review of SAC 3 and SAC 4 events (Safety 1<sup>st</sup>).</li> <li>Participate within interprofessional practice and contribute to collaborative intergrated care planning and treatment intervention.</li> <li>Ensure all clinical health record entry both electroinc and hard copy a is entered in accordance with NZ Health records standards.</li> </ul>			
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>HBDHB 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>	<b>INTERNAL</b> <ul style="list-style-type: none"> <li>Allied health Practitioners and other staff.</li> <li>Service Director</li> <li>Clinical Nurse Managers, Associate Clinical Nurse Managers, Clinical Nurse Specialists Other support staff.</li> <li>Administration team.</li> </ul>		<b>EXTERNAL</b> <ul style="list-style-type: none"> <li>General Practice GPs and practice Nurses and other staff.</li> <li>Primary health providers, NGOs and the wider health system.</li> <li>Patients Consumers, supporters and families.</li> <li>Community Agencies</li> </ul>	

<b>DELEGATION AND DECISION</b>	<p>Registered Nurses are responsible for direction and delegation as outlined in the Nursing Council of New Zealand guidelines:</p> <ul style="list-style-type: none"> <li>→ Guideline: Responsibilities for direction and delegation of care to enrolled nurses (May 2011)</li> <li>→ Guideline: Delegation of care by a registered nurse to a health care assistant (May 2011)</li> </ul> <ul style="list-style-type: none"> <li>• Ensure clinical decisions are made on sound clinical reasoning and in a timely responsive manner.</li> <li>• Work within a multidisciplinary model of intervention and service delivery.</li> <li>• Delegate appropriately to other members of the team.</li> </ul>
<b>HOURS OF WORK</b>	<p>80 per fortnight</p>
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	<p>In accordance with the DHB's / NZNO Nursing &amp; Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurses Scale, Grade according to qualifications and experience pro rata for hours worked.</p> <p>In accordance with the DHB's / PSA Allied Health, Scientific and Technical Multi Employer Collective Agreement (MECA) Steps 9 -13, according to qualifications and experience pro rata for hours worked.</p>
<b>DATE</b>	<p>April 2022</p>
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	<p>N/A</p>
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>• To provide safe nursing care in line with Professional standards and competencies e.g. Nursing Council of New Zealand (2007) competencies for the Registered Nurse scope of practice.</li> <li>• Supports both nurses, allied health and health care assistants within the ward</li> <li>• Effectively managing time and prioritising workload to ensure work is completed</li> <li>• To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Mental Health Service.</li> <li>• Delivery of organisational KPI's including relevant MOH target, financial budgets and service plans.</li> <li>• Be involved in ongoing development, coordination, and implementation of IDP group programmes.</li> </ul>

## ESSENTIAL CRITERIA

### Qualifications

- Current registration with relevant Professional board.
- Post graduate qualification in health with ongoing tertiary study plans or a commitment to begin post graduate studies within 6 months of employment.

### Experience

- A minimum of 3-5 years' experience working in a Mental Health Service
- Unit / shift coordination experience

### Business / Technical Skills

- Holds a current annual practising certificate
- Working towards a nursing portfolio as assessed via an approved Professional Development Recognition Programme (PDRP), at proficient level as a minimum or Allied Health equivalent.
- Demonstrated ability to work within a team
- Demonstrated time management skills

### 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 vaccination.

## DESIRABLE CRITERIA

### Qualifications

### Experience

- Experience in leadership roles

### Business / Technical Skills

- Management 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.

**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.