

	POSITION TITLE	Clinical Nurse Manager Acute General Medical ward		
	DIRECTORATE	Hospital Group	DEPARTMENT	Ward A2 Gen Med/renal
	REPORTING TO (operationally)	Nurse Manager-Inpatients	REPORTING TO (professionally)	Nurse Manager-Inpatients
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	<p>This role holds responsibility for Ward A2 at the Hawke's Bay District Health Board (HBDHB)</p> <p>Staff reporting - Approx 35 Direct operational and professional reports</p> <p>- Nil indirect</p>			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> ▪ To actively lead, set and manage the direction of A2 in consultation with the Medical Directorate Leadership Team, relevant physicians and wider clinical manager team. ▪ Provide an effective conduit of information to students and whanau on matters of healthy communities, health equity and wellness as a primary driver of career opportunities within the health sector <ul style="list-style-type: none"> • To provide clinical, technical and operational support to the nursing team and other professional staff working within the multidisciplinary team. ▪ Is responsible for clinical leadership and operational management of a 24 bed acute General Medical ward. ▪ This role will have direct responsibility and accountability, as delegated, from the Nurse Manager-Inpatients, for budget control, contractual compliance and reporting to ensure resources are used effectively to manage organisational risk. ▪ In partnership with Medical Head of Department and ward-based Physician team the position is responsible for delivering high-quality, safe clinical care within the ward ▪ This role will be required to lead change within this ward and participate in change processes across the wider organisation. ▪ Together with hospital Group leadership team this position is responsible for supporting achievement of the MoH Health Targets, organisational indicators and financial sustainability. ▪ Use organisational processes to identify and escalate any actual or potential risks within the service. ▪ To ensure that the patient episode of care complies with the HDC Consumer Rights. ▪ To ensure and prioritise a focus on patient safety and quality relating to care and processes within the ward environment. ▪ Performance management of personnel complies with the established organisational policies. ▪ To operationally and strategically support the ongoing development of Acute & Medical Services within Health Services. ▪ Is actively involved with project management and will lead selected service improvement activities as delegated by the respective clinical and management leaders. 			

<p>KEY DELIVERABLES</p>	<p>Delivery of safe and effective services in partnership with clinicians</p> <ul style="list-style-type: none"> ○ Patient flow through the clinical area is actively managed. ○ Assists clinical teams with difficult / complex discharges to support patient flow. ○ Monitors the department’s performance and takes action as required to ensure services are delivered and actively seeks quality improvements. ○ Maintains a safe environment for patients, staff and the public including facilities and equipment. ○ Service delivery and capacity is managed within available resources. ○ Standards of care are assured and documented. ○ Build effective relationships with clinical teams within the department and across other departments / directorates. <p>Safe staffing</p> <ul style="list-style-type: none"> ○ Effectively manages staffing recruitment to maintain safe staffing levels within department. ○ Ensures Trendcare is maintained to the standards required by CCDM program. ○ Effectively manages leave requirements (annual & sick leave) ensuring appropriate coverage to ensure staffing levels are maintained. ○ Ensures rosters are compliant with the DHB/NZNO MECA requirements. ○ Supports staff on return to work programmes with Occupational Health. ○ Manages with HR input, any disciplinary requirements as per HBDHB policy. ○ Ensures staff are competent, motivated and appropriately trained (including all mandatory training) who are focused on providing the best possible patient care by agreeing accountabilities and standards of performance and regularly providing feedback, taking corrective action as appropriate and acknowledging good performance. ○ Ensures nursing staff maintain APC’s and are supported to demonstrate competencies via the nursing professional development and recognition programme (PDRP). ○ Supports clinical placements for undergraduate nursing students throughout the academic year. <p>Quality systems</p> <ul style="list-style-type: none"> ○ 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. <p>Business management</p> <ul style="list-style-type: none"> ○ Manages budget as delegated for department. ○ Contributes to service planning. 	
<p>HEALTH & SAFETY RESPONSIBILITIES</p>	<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>	
<p>KEY WORKING RELATIONSHIPS</p>	<p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Directorate Leadership team ▪ Nursing & HCA team within department ▪ Senior medical staff ▪ Resident medical officers ▪ Health Service Managers and teams across HBDHB services and specialist community and regional services ▪ Health Service Support services ▪ Hospital Co-ordination Unit ▪ Duty Managers ▪ Chief Nursing & Midwifery Officer ▪ Allied Health teams 	<p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Other service providers ▪ Primary and NGO sector ▪ Regional/other DHB services ▪ Academic providers e.g. EIT students & staff ▪ Nursing Council of New Zealand ▪ New Zealand Nurses Organisation ▪ Ministry of Health/National Health Board ▪ HQSC

DELEGATION AND DECISION	<p>Makes decisions within department to meet service requirements</p> <p>Works autonomously with a high degree of independence within the unit to achieve the plan and problem solve complex issues as they arise.</p> <p>Maintains relationships with strategic business partners.</p>
HOURS OF WORK	<p>80 per fortnight</p>
EMPLOYMENT AGREEMENT & SALARY	<p>In accordance with the DHB / NZNO Nursing and Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurses Grad 6 according to qualifications and experience.</p>
DATE	<p>May 2022</p>
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> ▪ <i>Management of expenditure within operational budget line \$4 million</i>
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> ▪ Manages and leads senior nurses, registered nurses and health care assistants within coverage area. ▪ Leads practice within a specific clinical area within scope of practice ▪ Effectively managing time and prioritising workload to ensure project work is completed within the agreed time.

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.

Experience

- Recent relevant clinical experience.
- 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 Nursing Professional Development Recognition Programme (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 vaccination

DESIRABLE CRITERIA

Experience

- 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.
- Advanced IT skills



Our Vision and Values

Te hauora o te Matau-ā-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.

