

Te Whatu Ora Health New Zealand Te Matau a Māui Hawke's Bay	POSITION TITLE	Clinical Co-ordinator, Emergency Mental Health Services (EMHS)		
	DIRECTORATE	Mental Health & Addictions Group	DEPARTMENT	Emergency Mental Health / Home Based Treatment Teams
	REPORTING TO (operationally)	Clinical Manager EMHS	REPORTING TO (professionally)	Appropriate Professional lead
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the geographical area in Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke's Bay Staff reporting - Nil			
PURPOSE OF THE POSITION	The Clinical Co-ordinator is part of a multi-disciplinary team providing leadership and clinical services within EMHS. Working with the Clinical Manager to oversee the daily operation of service delivery. Build relationships, work with and liaise with other agencies to ensure that a high standard of supports are delivered to consumers To act as a clinical resource to the team offering consultation, advice, mentoring and facilitation of evidence-based practice. To ensure and prioritise a focus on patient safety and quality relating to care and processes within the MH &AS Service. Delivery of organisational KPI's including relevant MOH target, financial budgets and service plans. To recognise and support the delivery of the Hawkes Bay Health sector vision.			
KEY DELIVERABLES	Provide leadership, co-ordination and day to day oversight of clinical service delivery Tasks (how it is achieved): Act as highly effective role model by demonstrating high levels of clinical competence and professional behaviours. Act as a clinical resource and provide mentoring coaching, clinical supervision to staff as appropriate and required Actively monitor utilisation of team resources; eg: team capacity to meet demand. Attendance and active participation at regular meetings, thereby ensuring consistency of the role / implementation of team activities Management of a service capacity and EMHS roster.			
	Co-ordination of Safe Service Delivery Tasks (how it is achieved): Provide guidance and co-ordination in response to any complex clinical cases or in the event of an urgent clinical need arising within the teams caseloads Faciliate daily clinical reviews and MDTs Report to Clinical Manager , General manager and other senior staff any identified service / clinical risks and achievements / strengths Contribute proactively to resolution and management of risk Liaise with external services as required eg: provider forums			
	Participate in the performance review and professional development process for staff. Responsible for team audits. Tasks (how it is achieved): Support Clinical Manager as required in the annual performance plan review process for clinicians			

	<p>Orientation / Induction for staff</p> <p>Tasks (how it is achieved):</p> <p>Support Clinical Manager in ensuring new staff have appropriate orientation and supports in place.</p> <p>Ensure students / interns have support during placement and have a quality learning experience with the team</p>	
	<p>Supervision / Support of Staff</p> <p>Tasks (how it is achieved):</p> <p>Participate as required in the interview and selection process of staff</p> <p>Promote the development of strategies that foster a healthy, positive workplace and clinical environment</p> <p>Workforce development priorities are identified and reported to Clinical Manager This includes skill mix and training priorities for the team.</p>	
	<p>Service Development & Quality</p> <p>Tasks (how it is achieved):</p> <p>Active involvement, and where delegated by Clinical Manager , undertake a lead in the implementation of quality initiatives</p> <p>Participate in annual service planning.</p> <p>Participate as an active clinical team member within the scope of professional practice</p>	
	<p>Utilise Information Technology</p> <p>Tasks (how it is achieved):</p> <p>Active involvement, and where delegated by Clinical Manager , undertake a lead in the implementation of quality initiatives</p> <p>Participate in annual service planning.</p> <p>Participate as an active clinical team member within the scope of professional practice</p>	
HEALTH & SAFETY RESPONSIBILITIES	<p>Te Whatu Ora, Te Matau a Māui 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> <p>Not to do anything that puts your own H&S at risk</p> <p>Not to do anything that puts others H&S at risk</p> <p>To follow all health and safety policies and procedures</p> <p>To follow all reasonable health and safety instructions</p> <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	<p>INTERNAL</p> <ul style="list-style-type: none"> • Clinical Teams • Other Clinical Co-ordinators • Team Managers / Clinical Leads • Administrative staff • Kaitakawaenga/Maori Health Services • Professional Leads • Other Te Whatu Ora - ` Hawke's Bay Mental Health workers 	<p>EXTERNAL</p> <ul style="list-style-type: none"> • Service Users • Family / Whanau / Aiga • Non-Government Organisations • Primary care providers • NGO service providers • Consumer organisations • Family members and caregivers • Community organisations • Government agencies • Other mental health services

DELEGATION AND DECISION	Oversight of daily clinical operations in consultation with ACNM/ACM
HOURS OF WORK	80 hours per fortnight (1.0 FTE)
EMPLOYMENT AGREEMENT & SALARY	As per the MECA NZNO or Allied, Public Health & Technical Workers MECA step 12 – step 13 according to qualifications
DATE	October 2022
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> • Support an effective continuum of care for those with moderate to severe mental health and addiction needs requires the development and maintenance of relationships, credibility and the ability to identify the appropriate care needed. • Supporting a culture that is conducive to achieving National Key performance Indicators as per “Key Performance Indicator Framework for New Zealand Mental Health and Addiction Services” this includes HoNOS and Relapse Prevention Planning targets • Working with the ACNM/ACM to identify multidisciplinary strengths and weaknesses. Supporting the implementation of change in services for consumers to reflect best practice and influencing consumer outcomes

ESSENTIAL CRITERIA

Qualifications

Current registration with:

- Nursing Council of New Zealand as Registered Nurse.
- Other allied health regulatory boards (OT board, SW board, psychology board)

Experience

- A minimum of five years' experience working in a Mental Health Service, including Community Mental Health Teams
- Post-registration training in child and adolescent mental health
- Demonstrated experience in caseload / clinical supervision
- Demonstrated experience in delivering professional supervision

Business / Technical Skills

- Holds a current annual practising certificate as Registered Nurse, registered occupational therapist, registered social worker, and registered psychologist.
- Holds a currently assessed nursing portfolio as assessed via an approved Professional Development Recognition Programme (PDRP) at proficient level or is working towards CASP
- Demonstrated ability to work within a team.
- Demonstrated time management skills.
- Demonstrated experience in implementing service improvement / quality initiatives

Leadership Competencies

- *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*
- The ability to identify and develop networks to support self and staff

Effectively Engaging with Māori

- Demonstrates the ability to engage effectively with Māori staff and patients.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

Physical requirements for role: -

As per clinical roles in the Physical Requirements and Vaccination Status Guidelines May 2019 Te Whatu Ora Hawkes Bay

Vaccination status for role:

All staff must be vaccinated annually for Influenza and full COVID-19 vaccinations as per current Te Whatu Ora - ` Hawke's Bay policy
Additional vaccinations are required for Clinical Staff

DESIRABLE CRITERIA

Experience

- Postgraduate experience in MH&A
- Leadership experience

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.

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.