

<b>Te Whatu Ora</b> Health New Zealand Te Matau a Māui Hawke's Bay	<b>POSITION TITLE</b>	Clinical Nurse Manager Oncology		
	<b>GROUP</b>	Hospital	<b>DEPARTMENT</b>	Oncology
	<b>REPORTING TO (operationally)</b>	Oncology Manager	<b>REPORTING TO (professionally)</b>	Director of Nursing, Hospital
<b>GROUP RESPONSIBILITIES &amp; DIRECT REPORTS</b>	<p>This position holds responsibility for oncology services at Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke's Bay.</p> <p>Staff reporting: Approximately 20 FTE direct operational and professional reports.</p>			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>Is responsible for the clinical leadership and operational management of all nursing staff and health care associates in the oncology service.</li> <li>To contribute to the day-to-day operational leadership and management of the oncology service.</li> <li>To provide clinical, technical, and operational support to the nursing team and other professional staff working within the multidisciplinary team.</li> <li>In partnership and consultation, to delegate operational management and professional activities to the associate clinical nurse manager.</li> <li>This position will have direct responsibility and accountability, as delegated from the oncology manager, for budget control, contractual compliance, and reporting to ensure resources are used effectively to manage organisational risk.</li> <li>In partnership with the oncology manager and relevant teams the position is responsible for delivering high-quality, safe clinical care within the department.</li> <li>This position will be required to lead change within the service and participate in change processes across the wider organisation.</li> <li>Together with the Hospital Group Leadership Team the position is responsible for supporting the achievement of the targets and KPIs, in line with organisational indicators and financial sustainability.</li> <li>Use organisational processes to identify and escalate any actual or potential risks within the service.</li> <li>To ensure that patients' episodes of care comply with the Code of Health and Disability Services Consumers' Rights.</li> <li>To ensure and prioritise a focus on patient safety and quality relating to care and processes within the service environment.</li> <li>Performance management of personnel that complies with established organisational policies.</li> <li>To operationally and strategically support the ongoing development of oncology services.</li> <li>Is actively involved with project management as required and will lead selected service improvement activities as delegated by the respective clinical, professional, and operational leaders.</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b>Delivery of safe and effective services in partnership with clinicians</b></p> <ul style="list-style-type: none"> <li>Patient flow through the clinical area is actively managed.</li> <li>Assists clinical teams with difficult/complex discharges to support patient flow.</li> <li>Monitors the department's performance and acts as required to ensure services are delivered and actively seeks quality improvements.</li> <li>Maintains a safe environment for patients, staff, and the public including facilities and equipment.</li> <li>Service delivery and capacity are managed within available resources.</li> <li>Standards of care are assured and documented.</li> <li>Builds effective relationships with clinical teams within the department and across other departments, services, and Groups.</li> </ul>			

KEY DELIVERABLES	<p><b>Safe staffing</b></p> <ul style="list-style-type: none"> <li>Effectively manages staffing recruitment to maintain safe staffing levels within departments.</li> <li>If applicable, ensures Trendcare is maintained to the standards required by CCDM program.</li> <li>Supports active Variance Response Management (VRM) with staff including acuity-based staffing and redeployment maintaining a whole hospital focus.</li> <li>Effectively manages leave requirements (annual and sick leave) ensuring appropriate coverage to ensure staffing levels are maintained.</li> <li>Ensures rosters are compliant with the Te Whatu Ora/NZNO collective agreement requirements.</li> <li>Supports staff on return to work programmes with Occupational Health.</li> <li>Manages with Human Resources input, any disciplinary requirements as per relevant policy.</li> <li>Ensures staff are competent, motivated, and appropriately educated and trained (including all mandatory education and training) to provide the best possible patient care by agreeing on accountabilities and standards of performance; and regularly providing feedback, taking corrective action as appropriate, and acknowledging good performance.</li> <li>Ensures nursing staff maintain APCs and are supported to demonstrate competencies via the nursing professional development and recognition programme (PDRP).</li> <li>Support clinical placements for nursing students throughout the year.</li> </ul> <p><b>Quality systems</b></p> <ul style="list-style-type: none"> <li>Ensures systems are in place to facilitate continuity of high-quality patient care, during the patient journey.</li> <li>Ensures event and complaints reviews are actively managed including implementation of recommendations.</li> <li>Implements quality initiatives and drives project implementation requirements.</li> <li>You may be assigned additional portfolios within this role and these will be mutually agreed between yourself and your manager.</li> </ul> <p><b>Business management</b></p> <ul style="list-style-type: none"> <li>Manages budgets for departments as delegated.</li> <li>Contributes to service planning.</li> </ul>				
HEALTH & SAFETY RESPONSIBILITIES	<p>Te Whatu Ora Hawke's Bay is committed to maintaining and promoting the health and 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>				
KEY WORKING RELATIONSHIPS	<table border="1"> <thead> <tr> <th data-bbox="355 1384 925 1422">INTERNAL</th><th data-bbox="925 1384 1549 1422">EXTERNAL</th></tr> </thead> <tbody> <tr> <td data-bbox="355 1422 925 1892"> <ul style="list-style-type: none"> <li>Patients / consumers / Tangata whaiora</li> <li>Hospital Group Leadership Team</li> <li>Wider department nursing and health care assistant (HCA) teams</li> <li>Chief Nursing Officer</li> <li>Director and Associate Director of Nursing Hospital Group</li> <li>Other teams across services</li> <li>Medical staff</li> <li>Allied health staff</li> <li>Administration staff</li> </ul> </td><td data-bbox="925 1422 1549 1892"> <ul style="list-style-type: none"> <li>MidCentral Regional Cancer Treatment Service</li> <li>Te Aho o Te Kahu Cancer Control Agency</li> <li>Cancer Society New Zealand</li> <li>Cranford Hospice</li> <li>Primary and NGO sector</li> <li>Regional services</li> <li>Academic providers' students and staff</li> <li>Nursing Council of New Zealand</li> <li>New Zealand Nurses Organisation</li> <li>Te Whatu Ora Health New Zealand</li> <li>Te Aka Whai Ora</li> <li>Health Quality and Safety Commission</li> </ul> </td></tr> </tbody> </table>	INTERNAL	EXTERNAL	<ul style="list-style-type: none"> <li>Patients / consumers / Tangata whaiora</li> <li>Hospital Group Leadership Team</li> <li>Wider department nursing and health care assistant (HCA) teams</li> <li>Chief Nursing Officer</li> <li>Director and Associate Director of Nursing Hospital Group</li> <li>Other teams across services</li> <li>Medical staff</li> <li>Allied health staff</li> <li>Administration staff</li> </ul>	<ul style="list-style-type: none"> <li>MidCentral Regional Cancer Treatment Service</li> <li>Te Aho o Te Kahu Cancer Control Agency</li> <li>Cancer Society New Zealand</li> <li>Cranford Hospice</li> <li>Primary and NGO sector</li> <li>Regional services</li> <li>Academic providers' students and staff</li> <li>Nursing Council of New Zealand</li> <li>New Zealand Nurses Organisation</li> <li>Te Whatu Ora Health New Zealand</li> <li>Te Aka Whai Ora</li> <li>Health Quality and Safety Commission</li> </ul>
INTERNAL	EXTERNAL				
<ul style="list-style-type: none"> <li>Patients / consumers / Tangata whaiora</li> <li>Hospital Group Leadership Team</li> <li>Wider department nursing and health care assistant (HCA) teams</li> <li>Chief Nursing Officer</li> <li>Director and Associate Director of Nursing Hospital Group</li> <li>Other teams across services</li> <li>Medical staff</li> <li>Allied health staff</li> <li>Administration staff</li> </ul>	<ul style="list-style-type: none"> <li>MidCentral Regional Cancer Treatment Service</li> <li>Te Aho o Te Kahu Cancer Control Agency</li> <li>Cancer Society New Zealand</li> <li>Cranford Hospice</li> <li>Primary and NGO sector</li> <li>Regional services</li> <li>Academic providers' students and staff</li> <li>Nursing Council of New Zealand</li> <li>New Zealand Nurses Organisation</li> <li>Te Whatu Ora Health New Zealand</li> <li>Te Aka Whai Ora</li> <li>Health Quality and Safety Commission</li> </ul>				

DELEGATION AND DECISION	<p>Makes decisions within the department to meet service requirements.</p> <p>Works autonomously with a high degree of independence within the department to achieve plans and problem solve complex issues as they arise.</p> <p>Maintains relationships with strategic business partners.</p>
HOURS OF WORK	80 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 4 (formerly Grade 6) \$126,124 to \$138,057 gross per annum according to qualifications and experience.
DATE	October 2023
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> <li>Management of expenditure within the operational budget line as delegated by Oncology Manager (approximately \$3.2m).</li> </ul>
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> <li>Manages and leads senior nurses, registered nurses, and health care assistants within the coverage area.</li> <li>Leads practice within the specific clinical area within their scope of practice.</li> <li>Effectively managing time and prioritising workload to ensure project work is completed within the agreed time.</li> </ul>

## ESSENTIAL CRITERIA

### Qualifications

- Current registration with the Nursing Council of New Zealand as a Registered Nurse.
- Postgraduate qualification in nursing, health, or management.
  - *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

- At least five years oncology 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 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 and 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

- Knowledge of the political, legislative and 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.