

<b>Health New Zealand</b> Te Whatu Ora	<b>POSITION TITLE</b>	<b>Clinical Nurse Coordinator Community Nursing</b>		
	<b>GROUP</b>	Specialist and Community Services Group	<b>DEPARTMENT</b>	Community Nursing
	<b>REPORTING TO (operationally)</b>	Clinical Nurse Manager	<b>REPORTING TO (professionally)</b>	Clinical Nurse Manager
<b>GROUP RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the Community Nursing Service within Health New Zealand   Te Whatu Ora Te Matau a Māui Hawke’s Bay.. Staff reporting - N/A Direct N/A Indirect			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>To deliver a high standard of service delivery and enable efficient patient flow through the service.</li> <li>To provide direct 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 service and ward areas.</li> <li>To support and develop relationships between departments within the hospital, primary and community settings to promote patient flow.</li> <li>To support development and implementation of systems and processes to meet the requirements outlined in the service specifications/ service contracts</li> </ul>			
<b>KEY DELIVERABLES</b>	The Clinical Nurse Coordinator will practice in accordance with the Nursing Council of New Zealand Code of Conduct and competencies for a Registered Nurse. The CNC will utilise their nursing knowledge to: <ul style="list-style-type: none"> <li>Have delegated responsibility for coordination of patient flow during the shift, including providing advice for the management of acutely unwell patients open to the services(s) and referrals to the Service.</li> <li>To ensure TrendCare is completed and actively supports Variance Response Management (VRM) through support of the workload management system utilised by the District Nursing Service.</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.</li> <li>Demonstrates responsibility for supporting the learning of others e.g., new staff, graduates, nursing students, within the clinical area.</li> <li>You may be assigned additional portfolios within this role and these will be mutually agreed between yourself and your manager.</li> <li>Provide clinical cover for leave as required.</li> <li>Engages in professional development and ongoing maintenance of continuing competence with a professional development recognition programme (PDRP) portfolio, at proficient level with commitment to moving to expert level within 12 months of commencing within the role.</li> </ul>			
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	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: <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> (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			
<b>KEY WORKING RELATIONSHIPS</b>	<b>INTERNAL</b> <ul style="list-style-type: none"> <li>Patients/Consumer/Tangata Whaiora</li> <li>Clinical Nurse Manager / Associate Clinical Nurse Manager</li> <li>Wider department nursing team</li> <li>Wider Organisational Nursing teams</li> <li>Chief Nursing Officer</li> <li>Allied Health Staff</li> <li>Medical Staff</li> <li>Other team members</li> <li>Administration staff</li> </ul>	<b>EXTERNAL</b> <ul style="list-style-type: none"> <li>Other service providers</li> <li>Primary &amp; NGO sector</li> <li>Rural health providers</li> <li>Regional/other services</li> <li>Academic providers e.g., EIT students &amp; staff</li> <li>Nursing Council of New Zealand</li> <li>New Zealand Nurses Organisation</li> <li>Te Whatu Ora Health New Zealand</li> <li>Health Quality Safety Commission</li> </ul>		

DELEGATION AND DECISION	<p>Registered Nurses practice 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>
HOURS OF WORK	48 hours per fortnight
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 1 (formerly grade 3) gross per annum according to qualifications and experience pro rata for hours worked.
TENURE	Permanent
DATE	September 2024
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> <li>• To provide safe nursing care in line with the Nursing Council of New Zealand (2007) competencies for the Registered Nurse scope of practice.</li> <li>• Supports both nurses and health care assistants within the service</li> <li>• Effectively managing time and prioritising workload to ensure work is completed</li> </ul>

## ESSENTIAL CRITERIA

### Qualifications

- Current registration with Nursing Council of New Zealand as Registered Nurse

### Experience

- Three years clinical experience
- Unit / shift coordination experience

### Business / Technical Skills

- Holds a current annual practising certificate as Registered Nurse
- Holds a currently assessed nursing portfolio as assessed via an approved Professional Development Recognition Programme (PDRP), at proficient level as a minimum.
- Demonstrated ability to work within a team
- Demonstrated time management skills
- IV designation
- Competent computer skills in using word, outlook, and understanding of patient management systems
- Current unendorsed drivers license

### 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

- Experience in leadership roles
- Post graduate qualification in nursing / health with ongoing tertiary study plans (or with at least one postgraduate paper completed)
- Wound management experience
- Experience working in the Community environment
- CVL designation

### Business / Technical Skills

- Management skills



## 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.