

Job Description

Associate Clinical Nurse Manager

Operating Theatres – Perioperative Services

Position Title:	Associate Clinical Nurse Manager
Organisation Unit:	Operating Theatres – Perioperative Services
Location:	Whangarei, Te Whatu Ora – Health New Zealand Te Tai Tokerau
Responsible to:	Nurse Unit Manager, Perioperative Services Te Whatu Ora – Health New Zealand Te Tai Tokerau
Primary Functions of the Position:	The Associate Clinical Nurse Manager will support the Nurse Manager, Perioperative Service and will be responsible for providing clinical coordination and direction to the nursing team within the department

Functional Relationships

The Associate Clinical Nurse Manager will develop and maintain excellent relationships with:

Internal	External
<p>Core</p> <ul style="list-style-type: none"> • Patients / Family / Whanau • Designated Senior Nurses • Safety & Quality Facilitator • Nursing Staff • Allied Health Professionals • Medical Staff • Te Poutokomanawa • Director of Nursing and Midwifery <p>Core</p> <ul style="list-style-type: none"> • Staff of the Nursing and Midwifery Directorate • Clinical Director • Nursing Leadership Groups • Regional hospital staff <p>Additional: (Examples)</p> <ul style="list-style-type: none"> • Bureau Coordinator • Duty Manager • Clinical Head of Department 	<p>Core</p> <ul style="list-style-type: none"> • Patients / Family / Whanau • Designated Senior Nurses • Safety & Quality Facilitator • Nursing Staff • Allied Health Professionals • Medical Staff • Te Poutokomanawa • Director of Nursing and Midwifery

Key Responsibilities and Expected Outcomes

Te Whatu Ora – Health New Zealand Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The

following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora – Health New Zealand Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Associate Clinical Nurse Manager encompasses the following major functions or key result areas:

- To provide clinical expertise and direction to the Nursing Team to support best practice and patient focused care within a multi-disciplinary setting
- To coordinate effectively and efficiently the provision of quality care which is professional, and patient focused to ensure quality patient outcomes
- To effectively coordinate the day-to-day activities of the department and staff
- To be responsible for the financial and human resources of an identified area of the Perioperative Service In conjunction with the Nurse Manager, Perioperative Service
- To provide clinical leadership and supervision of the nursing team
- To facilitate the development of nursing skills and knowledge of the nursing team
- Demonstrates a commitment to quality-of-Service Delivery
- Treaty of Waitangi
- Health and Safety

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora – Health New Zealand Te Tai Tokerau management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora – Health New Zealand Te Tai Tokerau Te Tiriti o Waitangi Training
To provide clinical expertise and direction to the nursing / midwifery team to support best practice and patient focused care within a multi-disciplinary setting	<ul style="list-style-type: none"> • Contribute to and foster the use of evidenced based practice • Provide clinical supervision, guidance, education, support and expertise to the nursing team • Act as a role model for staff • Use advanced knowledge and skills to ensure that clinical practice is safe, legal, effective and responsive to the needs of patients and families/whānau • Promote effective teamwork, building collaborative relationships within the multi-disciplinary team • Participate in multi-disciplinary and family meetings • Act as an advocate for conveying patient and family needs and responses to treatment to the rest of the multi-disciplinary team • Act as a liaison with families / caregivers/ whānau as necessary • Ensure that documentation of multi-disciplinary care plans and processes is clear and meets professional and Te Whatu Ora – Health New Zealand Te Tai Tokerau documentation standards • Practice and promote a quality patient focused approach to nursing / midwifery care • Maintain and increase personal knowledge and competencies • Coordinate daily bed management and patient flow in liaison with Clinical Nurse Manager and Bureau Co-ordinator to ensure admission and discharge processes are timely and efficient • Participate in ward rounds as required and liaise with nursing staff regarding ongoing patient management.

Key Responsibility Area	Expected Outcomes
<p>To effectively and efficiently co-ordinate the day to day activities of the ward and staff</p>	<ul style="list-style-type: none"> • Ensure discharge planning is commenced on admission • Ensure appropriate referrals are completed and act as a liaison between the ward/department and internal/external services • Proactively 'pull' patients for admission in a timely manner • Promote a model of care that maximises continuity of care for patients • Undertake daily staff allocation, including management of short notice roster changes due to annual, bereavement and sick leave in consultation with the Clinical Nurse Manager, Duty Manager and Bureau Coordinator as appropriate • Co-ordinate and use resources, time, equipment and staff efficiently • Promote and lead the maintenance of Trendcare data ensuring that nursing / midwifery staff complete the requirements in a timely and accurate manner – this includes actualisation and prediction data, and relevant shift handover information • Facilitate orientation and preceptorship for all new team members.

Key Responsibility Area	Expected Outcomes
<p>To provide professional leadership and supervision of the nursing / midwifery team</p>	<ul style="list-style-type: none"> • Demonstrate leadership skills, acting as a resource for students and team members and all other staff within the ward / department • Support staff who are actively participating in on-going professional development • Accept delegated activities from the Clinical Nurse / Midwife Manager • Participate in service initiatives and meetings as directed by the CNM/CMM • Demonstrate accountability for directing, monitoring and evaluating care that is provided by Enrolled Nurses and Health Care Assistants • Make appropriate decisions when allocating care and delegating activities • Comply with Nursing Council NZ and organisational policies when making decisions regarding delegation and direction of care/activities to Enrolled Nurses and Health Care Assistants • Role model positive and professional behaviour in all relationships • Identify issues of ethical concern and assist staff in addressing these • Provide constructive feedback to staff to ensure that professional nursing / midwifery practice is of a consistently high standard • Promote and actively participate in team development to ensure a cohesive, positive and professional working environment • In liaison with the Clinical Nurse / Midwife Manager actively participate in recruitment and performance appraisal processes • Identify training and on-going development opportunities for staff in liaison with the Nurse Educator and Clinical Nurse / Midwife Manager • Liaise with Clinical Nurse/Midwife Manager regarding performance concerns of individual staff members and assist with the development and implementation of appropriate performance management plans • Demonstrate knowledge of relevant legislation and actively source information when required • Develop and foster an environment of continuous quality improvement by demonstrating commitment to quality improvement, risk management and resource utilisation.

Key Responsibility Area	Expected Outcomes
<p>To coordinate and facilitate the provision of quality care that is patient focused and outcome oriented.</p>	<ul style="list-style-type: none"> • Collaborate with the CNM/CMM to ensure all documentation meets professional and Te Whatu Ora – Health New Zealand Te Tai Tokerau documentation standards • Liaise with the CNM/CMM and Nurse Educator to ensure clear policies and protocols for standards of practice and procedures exist and are regularly reviewed and updated in accordance with Te Whatu Ora – Health New Zealand Te Tai Tokerau policy • Ensure that staff work to documented, appropriately approved policies, procedures and guidelines that meet professional, organisational, legal and ethical requirements • Participate in the development of nursing/midwifery policies and guidelines • Lead and/or participate in audits/reviews of nursing/midwifery practice, and the development of systems and processes to support all aspects of Te Whatu Ora – Health New Zealand Te Tai Tokerau Certification • Participate in quality initiatives in liaison with the Quality & Patient Safety Facilitator and CNM/CMM • Ensure that all concerns, complaints and issues are brought to the attention of the CNM in a timely and effective manner • Participate in the investigation of incidents to maintain patient and staff safety • Monitor processes to make sure equipment is well maintained and repairs are undertaken in a timely manner • Promote a safe working environment by identifying hazards and applying effective risk management strategies • Actively lead and/or participate in policy development/special projects/committees as directed by CNM/CMM • Provide support and encouragement to staff undertaking quality improvement initiatives • Participate in senior nurse groups as appropriate in liaison with CNM/CMM.
<p>Health & Safety</p>	<ul style="list-style-type: none"> • Ensure compliance with designated responsibilities detailed in Te Whatu Ora – Health New Zealand Te Tai Tokerau Health and Safety Policy and annual objectives • Promote an environment of physical, occupational, cultural, ethical and legal safety • Participate in the organisation’s Health and Safety Management training programme • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> ○ Practicing and observing safe work methods ○ The use of safety equipment ○ Reporting unsafe conditions or equipment; and ○ Reporting and documenting all accidents or incidents

Key Responsibility Area	Expected Outcomes
Privacy and Confidentiality	<ul style="list-style-type: none"> Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora – Health New Zealand Te Tai Tokerau Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> New Zealand Registered Nurse / Midwife with current practicing certificate Relevant Post Graduate Diploma Designated Senior Nurse PDRP or Expert PDRP (demonstrating clinical examples) 	<ul style="list-style-type: none"> Masters or working towards QLP at leadership level (midwifery)

Experience

Essential	Desirable
<ul style="list-style-type: none"> At least 3 years' experience in relevant specialty area At least 7 years post registration Computer literacy 	<ul style="list-style-type: none"> Nursing/Midwifery leadership experience

Awareness and Understanding of

The first three bullet points may be essential or desirable, depending on relevance to the specific position. Delete as required to ensure these bullet points are in the correct column, in accordance with the requirements for the position then remove the shading from the wording and delete this instruction.

Essential	Desirable
<ul style="list-style-type: none"> • Te Tiriti o Waitangi and its application to the health setting • Privacy Act (2020) and Health Information Privacy Code (2020) • Health and Safety at Work Act 2015 • Knowledge of current issues within the specialty area and nursing / midwifery professions • Knowledge and understanding of medico-legal and ethical responsibilities 	<ul style="list-style-type: none"> • Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996) • New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> • Is skilled at relating to and building rapport with others, and in maintaining harmonious and supportive working relationships • Has the ability to work independently, as well as, the ability to be an excellent team player. • Encourages teamwork, cooperation and a positive attitude • Works collaboratively with multi-disciplinary teams • Has a positive manner and treats people with tact, respect and diplomacy <p><i>Communication Skills</i></p> <ul style="list-style-type: none"> • Communicates effectively, listening to and encouraging the viewpoints of others. • Has excellent written communication skills • Actively shares knowledge, information and experience with others • Has sound conflict resolution skills • Has the ability to communicate with all levels of staff and to develop relevant networks <p><i>Fit with Te Whatu Ora – Health New Zealand Te Tai Tokerau Values</i></p> <ul style="list-style-type: none"> • Demonstrates honesty, integrity and respect for all patients, carers and staff • Respects the rights of individuals and maintains patient privacy and confidentiality • Role models high professional standards always • Has a strong patient/client focus

Personal Attributes

Excellence Focus

- Has a flexible approach to work, showing an ability to adapt to new challenges
- Has self-insight and the ability to reflect on practice
- Sets high personal standards and strives to achieve goals
- Has the ability to critique research and uses relevant information to support quality improvement activities and projects

Problem Solving/Decision Making

- Demonstrates a creative approach to problem solving that is solution focused
- Applies objective and fair reasoning problem solving and decision making
- Considers the wider implications of actions and decisions
- Is confident and competent in decision making

Leadership

- Has a strong commitment to patient safety, quality improvement and ensuring an excellent standard of care delivery
- Demonstrates cultural competency and understands its application to nursing/midwifery practice
- Is skilled at mentorship, coaching and appropriate delegation
- Demonstrates an ability to lead and facilitate change
- Is a professional leader and role model with the ability to inspire, motivate and develop others
- Is committed to the development of the nursing/midwifery profession
- Has a participative and collaborative leadership style

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title _____

Signature of employee: _____

Date: _____