



POSITION TITLE	Clinical Nurse Coordinator		
DIRECTORATE	Surgical Directorate	DEPARTMENT	Ophthalmology Department Villa 3 Surgical Sub-Specialties
REPORTING TO (operationally)	Clinical Nurse Manager	REPORTING TO (professionally)	Clinical Nurse Manager

DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	<p>This role covers the Surgical Directorate in the Hawke’s Bay District Health Board (HBDHB)</p> <p>Staff reporting - N/A Direct N/A Indirect</p>
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To deliver a high standard of service delivery and enable efficient patient flow through the service, in order to achieve the MOH Targets, waiting times, contractual requirements and HBDHB financial sustainability. To provide direct clinical coordination of patients, systems and resources, promoting team work, and ensuring service delivery is appropriate and effective. To provide safe nursing care in line with the Nursing Council of New Zealand (2007) competencies for the Registered Nurse scope of practice. To provide clinical advice and support for the clinical staff in the community and referrers To support and develop relationships between general practice teams and community nursing services To recognise and support the delivery of the Hawke’s Bay health sector vision.
KEY DELIVERABLES	<p>The Clinical Nurse Coordinator will practice in accordance with the Nursing Council of New Zealand Code of Conduct and competencies for a Registered Nurse.</p> <p>The CNC will utilise their nursing knowledge to:</p> <ul style="list-style-type: none"> Have delegated responsibility for coordination of patient flow during the shift, including the management of acute patients and presentations. Provide clinical advice to patients and other clinical staff. Deliver clinical sessions to support service meeting relevant clinical needs / targets. Supporting the development and implementation of quality improvement activities within the service. Demonstrates responsibility for supporting the learning of others e.g. new staff, graduates, nursing students, within the clinical area. You may be assigned additional portfolios within this role and these will be mutually agreed between yourself and your manager. Provide clinical cover for leave as required. 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.
HEALTH & SAFETY RESPONSIBILITIES	<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>

KEY WORKING RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> • Patients/Consumer/Tangata Whaiora • Clinical Nurse Manager / Associate Nurse Manager • Wider department nursing team • Wider Organisational Nursing teams • Chief Nursing and Midwifery Officer • Allied Health Staff • Medical Staff • Other team members • Administration staff 	EXTERNAL <ul style="list-style-type: none"> • Other service providers • Primary & NGO sector • Rural health providers • Regional / other DHB services
DELEGATION AND DECISION	Registered Nurses practice are responsible for direction and delegation as outlined in the Nursing Council of New Zealand guidelines: <ul style="list-style-type: none"> • Guideline: Responsibilities for direction and delegation of care to enrolled nurses (May 2011) • Guideline: Delegation of care by a registered nurse to a health care assistant (May 2011) 	
HOURS OF WORK	48 per fortnight	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurses Scale, Grade 3 \$86,887 - \$96,378 gross per annum according to qualifications and experience pro rata for hours worked.	
DATE	March 2020	

ESSENTIAL CRITERIA

Qualifications

- Current registration with Nursing Council of New Zealand as Registered Nurse.
- Post graduate qualification in nursing / health with ongoing tertiary study plans.

Experience

- Five years Surgical experience
- Clinic 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)
- Demonstrated ability to work within a team.
- Demonstrated time management skills.
- IV designation as appropriate to requirements

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
- Postgraduate Certificate/Diploma (or working towards)

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.

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.