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| **POSITION DESCRIPTION: Clinical Nurse Lead** | |
| **Background** | THINK Hauora is a network that designs, delivers, and supports primary health care services across Otaki, Horowhenua, Manawatu and Tararua.  THINK Hauora has a strong focus on equity and a commitment to collaborating and partnering with others to improve outcomes for our communities.  This position description (PD) captures the expected functions of the position and is refreshed annually. The PD is supported by an annual work programme. |
| **Primary Functions** | The Clinical Nurse Lead is a pivotal leadership role in the Practice having overall responsibility for the nursing team.  He/she will be key to developing quality clinical services, working closely with the GP team and the Patient Services team to provide efficient, effective professional care and ensure that the nursing team deliver high quality care to our patients.  Champion Whānau needs and ensure the provision of timely clinical and culturally appropriate health service.  Contribute to the achievement of strategic direction for Horowhenua Community Practice and identify clinical risk. |
| **Reports to** | Practice Manager, HCP |
| **Direct reports** | Practice Nurses, Enrolled Nurses, Practice Assistants, After-hours Nurse Support |
| **Functional Relationships** | * Customers, Whānau, Hapu, Iwi & associated Marae * Patients and Whānau * Community primary health and education providers * Social Service providers * Volunteers and their agencies * All Staff at HCP * THINK Hauora |
| **Primary Location** | Based in the offices of Horowhenua Community Practice (HCP), Levin, with some travel required within the THINK Hauora region. |
| **Salary Range** | Based on skills and experience |
| **Nature of Position** | Permanent, full-time position (1.0 FTE) |
| **Hours** | Forty (40) hours per week (1.0 FTE), Monday to Friday. Hours to be worked are generally between 7am and 6pm as agreed however some flexibility of hours will be required |
| **Status as described in the Children’s Act 2014** | In line with the Children Act 2014 and our service agreement with MidCentral DHB, this position has been identified as a **Core Worker** position. |
| **Health and Safety** | All staff and governance at THINK Hauora participate in health and safety management practices, ensure that work is done in a safe environment, reports and works to eliminate, isolate, or minimise any hazards, and applies THINK Hauora’s health and safety policies and procedures.  Staff must act to ensure that THINK Hauora complies with its responsibilities under the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation. Be able to demonstrate actions in an emergency that are specific to the workplace and are designed to keep individuals safe. |

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| **ORGANISATIONAL VISION, MISSION, and VALUES** | |
| **Our Strategy**  **Our Vision**  **Our Strategic Aims** | **THINK Hauora 2019-2025 Strategy** supported by Ka Ao, Ka Awatea, Māori Health Strategic Framework  **Tūhonotia te hapori ki te Ora – Connecting Communities for Wellbeing**  **Whānau Ora:** Developing a Whānau Ora approach to accelerate and ensure equity of  Māori health outcomes  **Equity:** Driving equity of outcomes through people, community voice and data  **Access:** Ensuring access to health care is easy, available, cross-sectors  **Value:** Creating value through teams, technology, and performance  **Innovation:** Activating innovation, engagement, and delivery of excellence  **Networking:** Enabling networking and relationships to achieve partnerships  **Growth:** Driving sustainability through system and alignment focus |
| **Our Values** | **Trust:** Maintaining open and honest relationships  **Respect:** Embracing diversity, uniqueness, and ideas  **Unity:** Valuing strengths and skills  **Accountability:** Working in a transparent and responsible manner  **Courage:** Participating with confidence and enjoyment |
| **Equity** | THINK Hauora is committed to improving access to services and achieving equity of health outcomes across communities. We provide support and guidance to the wider workforce to do the same. THINK Hauora believes in equity and requires staff to “stop, look, listen and think” about how they can design, develop, and deliver services that create and maintain equitable environments to effect change and ensure that whānau flourish. |
| **Commitment to Te Tiriti o Waitangi:** | THINK Hauora is committed to Te Tīriti o Waitangi and is an exemplar Te Tīriti Partner whose Board and employees actively contribute to the achievement of Pae Ora (Healthy Futures for Māori) across our rohe. We maintain this by expressing and activating the five principles of Te Tīriti o Waitangi across all layers of our Organisation.  **Tino Rangatiratanga** | Self-determination **Mana Taurite** | Equity **Whakamarumarutia** | Active Protection **Kōwhiringa** | Options **Pātuitanga** | Partnership  Our suite of policies will actively ensure Pae Ora is realised through the pathways of Whānau Ora (Healthy Families), Mauri Ora (Healthy Individuals), Wai Ora (Healthy Environment). |

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| Key Responsibilities |  |
| Leadership – Clinical and Professional | * Demonstrate strong leadership setting direction, empowering and enabling people to develop in their roles and skill sets and maintaining a results orientation * Leading by example, set the standard for professional behaviour and excellent work habits to support a positive, progressive working environment * Display engaging effective communication skills one on one and in meetings, present confidently. * Crucial role in embedding the pursuit of excellence * Agility in ability to change priorities as demand presents and reprioritise * Manage annual leave requests and annual leave balances for nursing staff in conjunction with the Roster Coordinator * Workflow and service provision are managed when there are temporary gaps in staffing in conjunction with the Roster Coordinator. * Coach and mentor staff. * Provide leadership by motivating, communicating, guiding, and encouraging staff members. * Ensure annual performance appraisals completed. * Follow THINK Hauora/HCP HR Policies for recruiting, performance appraisals and disciplinary procedures * Make improvements to provider and patient/ Whānau experience using change management techniques. * Provide clinical input to Cornerstone Accreditation Programme of work within the practice. * Ensure all nursing staff are appropriated trained in the Privacy Act & Health Information Privacy Code (HIPC), ensuring these standards are maintained. * Provide oversight and direction in relation to the training need of nursing staff, ensuring required competency levels are maintained. Maintain a register to ensure compulsory educational updates are completed. |
| Clinical Practice/Care Co-ordination | * Support nursing staff to provide primary care incorporating nursing and delegated medical care of the highest standard which is safe and appropriate in a team environment. * The nursing team in collaboration with the rest of the Practice provide timely clinical and culturally appropriate health services – including:- * Ongoing well-health education and advice including counselling to improve health and prevent disease * Use of recall and reminder systems and referral, as appropriate, to national screening programmes * Education to assist people to realise their potential and is mana enhancing * Family planning services, provision of contraceptive advice and sexual health services * Promotion and delivery of immunisation programmes * Working with public health providers in the prevention and control of communicable diseases for individuals and families/whānau and reporting to relevant public health providers * Ongoing care and support for people with chronic and terminal conditions * Health promotion to our enrolled population, linking to public health programmes at a national, regional and local level and utilising such programmes to target specific populations. * Demonstrate effective clinical management of rapidly changing/ crisis situation and provide services that may include urgent triage, stabilisation and assisting with assessment. * Ensure all patient services undertaken are charged out in accordance with Horowhenua Community Practice requirements. * Demonstrate understanding of all charging and claiming and maintain high standards * Ensure high utilisation of available nurse appointments and appropriate invoicing processes are maintained. * Assist with the provision of information for practice reporting requirements, as requested. * Incorporate principles of continuous quality improvement into all activities. * Work collaboratively with all staff to consistently achieve quality targets. * Monitor and achieve clinical system level measures. * Ensure clinical staff have knowledge and access of appropriate clinical pathways ie: Community Health Pathways * Regular review and updating of Policies, Protocols and Guidelines liaising with the Clinical team, and circulate for signoff in appropriate time frames. (including Standing Orders audited by the issuer) |
| Risk Management | * Responsible for clinical hazard identification and mitigation of risks via the risk register and engagement with the team * Maintain a risk management plan, where all risk is rated in terms of potential impact, likelihood of occurrence, how to mitigate, who’s responsible and a timeframe for action. * Near misses are investigated and rigorous quality improvement process implemented. |
| Equipment | * An equipment log is maintained with date of purchase of new equipment. * A system is implemented to ensure that equipment is calibrated annually. * Faulty equipment is repaired or replaced. |
| Supply Management | * Ensure all medical supplies are purchased within budget and in reasonable quantities * Have oversight that adequate levels of stock for materials and equipment in all treatment and consulting rooms are maintained, ensuring stock rotation * Usual stock utilisation levels are known so usage outside of expected levels * are identified in a timely manner * Apply principles of LEAN thinking |
| Utilise IT Systems | * Competently utilise the Patient Management System and other relevant applications * Interpret and utilise data to support a population health approach |
| Communication (internal/external) | * Professional liaison with other health professionals is maintained. * Relates in a professional manner and communicates effectively to support the patient through the health care experience. * All staff are well informed to be effective in their work |
| **Professional Development** | * Undertakes responsibility for own professional nursing development. This is done in conjunction with Horowhenua Community Practice policy. * Continuing professional development meets the minimum requirements set by the New Zealand Nursing Council. |
| **Health and Safety** | * Report and work to eliminate, isolate or minimise any hazards. * Participate in health and safety management practices for all employees * Ensure that work is done in a safe environment. * Apply the organisation’s health and safety policies and procedures. |

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| **PERSONAL SPECIFICATIONS** | |
| **Essential** | * Registered Nurse with a minimum of five years’ experience |
| **Qualifications, Subject Matter Experts** | * Current NZ Practising Certificate as a Registered Nurse with the Nursing Council of NZ. * Demonstrated nursing leadership experience. * Appropriate post-graduate qualification (or be working towards) * An understanding of primary health care clinical programmes. * Demonstrated experience working in a multidisciplinary team environment. * Demonstrated experience working with complex health needs. |
| **Knowledge and Skills** | * Knowledge and experience in caring for, and managing, people living with long term conditions and those requiring acute care * Committed to working in a team environment and be an effective leader and team member * Translates strategy to work plans, maintaining engagement of the team * Full New Zealand Drivers Licence * Has excellent interpersonal and communication skills and can work with a wide range of people in a variety of settings * Understand the health needs of different communities and can build a rapport with those from diverse backgrounds * Recognises the different roles within the whānau unit and the capability / strength of that Whānau * Understands the relevance and impact of culturally appropriate care and how culture influences behaviour. * Can identify Iwi / Māori providers in the community * Uses Te Reo and enunciates words correctly including whānau names and place names * Has knowledge of Te Tiriti o Waitangi |
| **Personal Attributes** | * Demonstrates a high credible track record as a registered nurse * Passionate about providing health services that meet the needs of the community and are of high quality * Can articulate how Te Tiriti o Waitangi principles are incorporated into practice and the service * Develops own cultural competence in alignment with the Kaupapa Tuku Iho and provides support to the team to also actualise and realise the Kaupapa Tuku Iho |

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| **EMPLOYEE ACCEPTANCE** |

This Position Description has been agreed between:

Management Representative (print then sign) Date:

And

Employee (print then sign) Date: