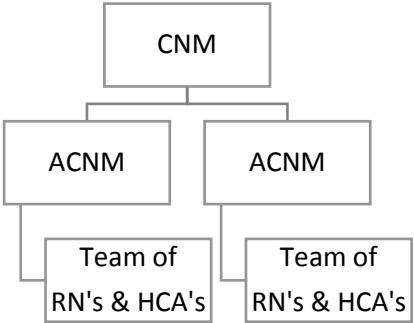
	POSITION TITLE	Associate Clinical Nurse Manager		
	DIRECTORATE	Mental Health and Addictions	DEPARTMENT	Intensive Mental Health, Ngā Rau Rākau
	REPORTING TO (operationally)	Clinical Nurse Manager, Ngā Rau Rākau	REPORTING TO (professionally)	Clinical Nurse Manager, Ngā Rau Rākau
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the Mental Health Intensive Service in the Hawke's Bay District Health Board (HBDHB) Staff reporting - Direct 15 – 20 (Registered Nurses & Health Care Assistants)			
PURPOSE OF THE POSITION	<p>To support the Clinical Nurse Manager (CNM) with delegated operational management and professional activities of Ngā Rau Rākau in consultation with the Mental Health and Addictions Directorate Leadership Team and other relevant managers. This includes:</p> <ul style="list-style-type: none"> • Clinical coordination and expertise to enable an effective practice environment (patient flow) • Ongoing responsibility for human resource activity which includes safe staffing, rostering, annual performance reviews, peer review for nursing PDRP requirements, annual and sick leave management • Provision of direct clinical care as required • Provides clinical leadership for staff and assists with coaching and supervision 			
KEY DELIVERABLES	<p>Delivery of safe and effective services in partnership with clinicians</p> <ul style="list-style-type: none"> ○ Patient flow through the clinical area is actively managed ○ Assists clinical teams with difficult / complex discharges to support patient flow ○ Maintains a safe environment for patients, staff and the public ○ Service delivery and capacity is managed within available resources ○ Standards of care are assured and documented ○ Build effective relationships with clinical teams within the department and across other departments <p>Safe staffing and staff management</p> <ul style="list-style-type: none"> ○ Effectively manages staffing recruitment to maintain safe staffing levels within department ○ Supports the development and implementation of CCDM ○ Ensures staff are competent, motivated and appropriately trained (including all mandatory training) who are focused on providing the best possible patient care by agreeing accountabilities and standards of performance and regularly providing feedback, taking corrective action as appropriate and acknowledging good performance ○ Ensures all staff within the team have an annual performance review and are competent as evidenced by a currently assessed nursing portfolio via the approved Professional Development and Recognition Programme (PDRP) ○ Effectively manages leave requirements (annual & sick leave) ensuring appropriate coverage to ensure staffing levels are maintained ○ Ensures rosters are compliant with the DHB/NZNO MECA requirements ○ Supports staff as delegated on return to work programmes with Occupational Health ○ Ensures nursing staff maintain APC's and are supported to demonstrate competencies via the nursing professional development and recognition programme (PDRP) ○ Supports clinical placements for undergraduate nursing students throughout the academic year <p>Quality systems</p> <ul style="list-style-type: none"> ○ Supports compliance of systems to facilitate continuity of quality patient care, during the patient journey ○ Supports the CNM as delegated with event and complaints management ○ Implements quality initiatives requirements 			
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>			

<p>KEY WORKING RELATIONSHIPS</p>	<p>INTERNAL</p> <ul style="list-style-type: none"> • Clinical Nurse Manager • Nursing & HCA team within department • Directorate Leadership team • Allied Health staff • Medical staff • Patient Advisory Group and other consumer / family / whanau advisory services • Wider teams across departments • Hospital Co-ordination Unit • Duty Managers • Chief Nursing & Midwifery Officer • Education & Development services 	<p>EXTERNAL</p> <ul style="list-style-type: none"> • Other service providers • Primary and NGO sector • Regional/other DHB services • Academic providers e.g. EIT students & staff • Nursing Council of New Zealand • New Zealand Nurses Organisation • Ministry of Health/National Health Board • HQSC
<p>DELEGATION AND DECISION</p>	<p>Makes decisions within delegated responsibility to meet requirements within the department Is required to ensure human resource components of the role meet agreed KPI's Works collaboratively with the CNM and any other ACNM's within the department to achieve the plan and to problem solve complex issues as they arise.</p>	
<p>HOURS OF WORK</p>	<p>80 per fortnight</p>	
<p>EMPLOYMENT AGREEMENT & SALARY</p>	<p>In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurse Grade 5 \$94,088 - \$103,596 gross per annum according to qualifications and experience</p>	
<p>DATE</p>	<p>June 2019</p>	
<p>EXPENDITURE & BUDGET ACCOUNTABILITY</p>	<ul style="list-style-type: none"> • As delegated 	
<p>SCOPE & COMPLEXITY</p>	<p>Manages both nurses and health care assistants within the department Effectively managing time and prioritising workload to ensure work is completed within the agreed time and KPI's are met Completion of annual performance reviews for all team members</p>  <pre> graph TD CNM[CNM] --> ACNM1[ACNM] CNM --> ACNM2[ACNM] ACNM1 --> Team1[Team of RN's & HCA's] ACNM2 --> Team2[Team of RN's & HCA's] </pre>	

ESSENTIAL CRITERIA

Qualifications

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

Experience

- At least 5 years' experience in mental health and addiction nursing.

Business / Technical Skills

- Holds a current annual practising certificate as a Registered Nurse.
- Evidence of meeting the NZ College of Mental Health Nurses Standards and Practice for Mental Health Nursing in Aotearoa New Zealand (2012).
- Holds a currently assessed expert level or designated senior nurse level PDRP via an approved Nursing Professional Development Recognition Programme (PDRP).
- Has a sound knowledge of IT programmes e.g. word, excel, etc.
- An understanding of continuous quality improvement.
- An understanding of HR process & performance management.
- SPEC trained (either up to date or planned)

Leadership Competencies

- Excellent facilitation, coordination, planning and prioritisation skills.
- Ability to work under pressure.
- Leadership and mentoring qualities, including preceptorship and adult teaching skills.
- Clinical role model.
- Demonstrates sound analytical skills.
- 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

- Proven ability to work within a multidisciplinary team.
- Demonstrated time management skills.
- Effective communication skills to build positive relationships.
- 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

ESSENTIAL CRITERIA (continued)

- 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

- Recent experience in acute care setting in a public hospital
- Experience of working with audits and research
- Experience and understanding of HR process and performance management
- Knowledge of the political, legislative or other external influences affecting the health sector.

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Sound IT 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.