



Job Description

Clinical Nurse Coordinator

Satellite Dialysis Unit

Position No:	15910-005
Report To:	Nurse Leader – Medical Services
Liaise with:	Patients & Families Regional Dialysis Service - Waikato Inpatient Wards and Departments Community Based Services Medical Staff Allied Health Clinical Operations Manager Duty Manager Maori Health Services Clinical Nurse Educator ED Clinical Director Te Puna Hauora

This is a designated senior nurse position

Main Purpose

To provide direct clinical coordination and expertise, ensuring a safe, effective practice environment within the Satellite Dialysis Unit

Principal Accountabilities

1. Clinical Coordination and Management of Nursing Care

- Coordinates and monitors provision of safe, effective nursing practice, using teamwork to deliver care which meets the needs of patients and their families
- Works in close collaboration with medical and nursing staff to ensure timely and appropriate patient care and provides leadership in complex patient situations.
- Ensures all patients have a nursing assessment with a focus on discharge or admission planning, and evaluation of nursing care
- Actively monitors and ensures timely flow of patients within clinical service
- Encourages an environment of self accountability and responsibility for effective clinical decision making and patient outcomes
- Monitors and reviews patient acuity using clinical judgment and available data to align workload and staffing demands including leave cover

- Develops and maintains key communication links within the department, across the wider organization and with external agencies
- Acts as an effective role model by demonstrating high level of clinical competence and judgment and providing direct clinical care
- Communicates effectively and utilises effective conflict resolution and negotiation skills to support a cohesive multidisciplinary team and ensure optimum patient outcomes
- Demonstrates excellent customer service, collaborative practice, problem solving and priority setting skills
- Incorporates Treaty of Waitangi principles into care delivery to contribute to the improvement of Maori health status
- In conjunction with the nurse leader manages legal and ethical dilemmas in a supportive, collaborative manner

Key Performance Indicators

- Treaty partners confirm appropriate consultation and liaison
- Feedback confirms effective functioning as a coordinator, including prompt, professional and appropriate complaint resolution and customer service

2. Professional Development

- Assists the Nurse Leader (NL) with delegated annual staff performance reviews and liaises with NL on staff performance issues
- Liaises with the regional Clinical Nurse Educator (CNE) regarding individual staff learning and credentialing needs and participates in departmental education programmes
- Maintains own clinical knowledge, competence and demonstrates leadership through own professional development
- Has a thorough knowledge of departmental and organizational policies, protocols, guidelines and care maps
- Maintains Pacific Health mandatory credentialing relevant to role
- Committed to and encourages ongoing staff competency through the Professional Development and Recognition Programme (PDRP) in conjunction with the PDRP Coordinator
- Participates in professional nursing and multidisciplinary departmental meetings as appropriate

Key Performance Indicators

- Evidence of ongoing professional development
- Required credentialed skills current
- Evidence of development and ongoing maintenance of professional portfolio
- Delegated performance reviews are completed in required timeframes
- Addresses performance issues as they arise

3. Management of the Environment

- Proactively maintains health and safety for clients, staff and others. Ensures compliance with health and safety protocols and reporting
- Promotes and ensures infection control standards are maintained
- Actively manages clinical risk, informs NL of incidents and contributes to quality and risk planning
- Actively contributes and supports NL with the development of emergency management strategies and initiatives
- Assists the NL with investigation of nurse related patient complaints and incidents

Key Performance Indicators

- Evidence of risks identified and action taken
- Evidence of attendance at all relevant/mandatory training sessions
- Follow up recommendations from incidents are implemented

4. Continuous Quality Improvement

- Leads and encourages continuous quality improvement activities with ongoing monitoring
- Identifies and is actively involved in clinical audit activities related to clinical practice and improved patient outcomes
- Maintains quality standards to meet accreditation and certification requirements
- Participates in the development of relevant specialty protocols/guidelines as appropriate
- Actively lead practice development and change management initiatives that affect patient and organizational outcomes

Key Performance Indicators

- Evidence of quality improvements implemented and evaluated
- Evidence of audits identified and completed
- Quality improvements to meet accreditation and certification standards actioned

This position description is not exhaustive and the incumbent may be requested to perform any reasonable task as requested by the line manager.

This position description will be reviewed from time to time in consultation with the incumbent.

The key performance indicators are a guide only and the relevant indicators should be agreed at annual performance appraisal.

HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003

1. You are required to maintain your current competency based practicing certificate
2. You must notify Manager of any changes to scope or conditions on practice (determined by Regulatory Authority)
3. You must complete the requirements of any competency programme
4. You must notify employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation

HEALTH AND SAFETY

You are expected to meet the health and safety requirements set out in BOPDHB policies and protocols and any other requirements set out in the Health and Safety in Employment Act 1992.

TREATY OF WAITANGI/CULTURAL COMPETENCIES

BOPDHB is committed to the principles of the Treaty of Waitangi

The Person

Essential

- Registered Nurse with current practising certificate

- Bachelors Degree (nursing) or relevant post graduate nursing qualification or working towards the same
- Significant clinical experience (minimum 3 years) in dialysis nursing, preferably within both satellite and acute care setting
- Skilled at prioritizing work load and patient requirements based on information systems and experience
- Achieved minimum proficient level PDRP

Desirable

- Computer literacy
- Experience in professional development and nursing leadership

Personal Attributes

- Well developed problem solving and analytical skills
- Ability to prioritize and cope with high and varied workload
- Proven ability to respond calmly and effectively utilizing sound clinical judgment to manage an unpredictable environment
- Knowledge and understanding of research findings to support evidence based practice
- Well developed written and verbal communication skills
- Commitment to Treaty of Waitangi
- Committed to providing a culturally safe environment for clients and whanau
- Commitment to customer service philosophy
- Demonstrates a commitment to quality
- Flexible, adaptable and embraces change
- Professional demeanor and high level of personal integrity.