



Job Description

Clinical Nurse Manager

Medical

Report To: Nurse Leader – Medical Services

Position No: 15911-003

Liaise with: All Wards and Departments
Maori Health Services
Community Based Services
Medical Staff
Nurse Recruiter
Duty Nurse Managers
Allied Health
Business Managers
Nurse Educators
Specialist Nurses

This is a designated senior nurse position

Main Purpose

To provide clinical expertise, leadership and management, which ensures a safe, evidenced based practice environment that supports service requirements on the medical floor.

The Clinical Nurse Manager will coordinate patient care activity at the unit level.

Manage patient flow and enhance patient centered care.

Principal Accountabilities

1. Clinical Leadership

- Coordinates and monitors the provision of safe, effective nursing practice, using a team model of care delivery, which meets the needs of patients and their families
- Develops an environment which supports self accountability and responsibility for effective clinical decision making and patient outcomes

CNM – Medical
Director of Nursing
17/04/07

- Develops and maintains key partnerships and networks crucial to the success of the role within the medical floor, organisation and externally.
- Communicates effectively, and courteously role modeling effective conflict resolution to support a cohesive multidisciplinary team.
- Incorporates Treaty of Waitangi principles into care delivery to contribute to the improvement of Maori health status
- Manages ethical dilemmas in a supportive, collaborative manner

Key Performance Indicators

- Patient satisfaction with nursing care
- Nursing staff job satisfaction
- Treaty partners confirm appropriate consultation and liaison
- Feedback confirms clinical leadership role model

2. Service Management

- Develops and agrees the annual unit budget and business plan with the appropriate manager
- Ensures effective coordination and use of all resources in line with approved budgets and meets reporting requirements
- Recruits and retains staff appropriately to area, maintaining an appropriate roster and skill mix to enable the delivery of safe care
- Manages sick leave and in conjunction with the Nurse Educator - Medical, staff performance
- Monitors and reviews patient acuity, skill mix and workload trends using available data systems to align staffing and workload

Key Performance Indicators

- % reduction in nursing staff turnover
- Meets agreed NHPPD target
- Trendcare data accuracy ensured
- Trendcare data used to manage resource utilisation
- % reduction in sick leave

3. Professional Development

- Undertakes annual performance reviews and completes appropriate development goals are with all staff
- Liaises with the Nurse Educator in identification and development of learning needs analysis for the unit and individuals with performance development needs
- Liaises with the Nurse Educator to ensure all staff complete orientation, clinical competencies and maintain relevant credentialling for the specialty
- Maintains own clinical knowledge, competence and demonstrates leadership through own professional development
- Maintains PH mandatory credentialling relevant to role.
- Committed to and supports demonstration of ongoing staff competency through the Professional Development and Recognition Programme in conjunction with the PDRP Coordinator

Key Performance Indicators

- Evidence of ongoing professional development
- Required credentialled skills current
- Annual performance reviews completed on all staff
- Evidence of development and ongoing maintenance of professional portfolio

4. Management of the Environment

- Proactively maintains health and safety for clients, staff and others
- Promotes and ensures infection control standards are maintained
- Actively manages clinical risk and incidents and contributes to quality and risk planning and monitoring

Key Performance Indicators

- % of nosocomial infection rates
- Patient fall rates
- Incidence of patients who develop pressure ulcers
- Follow up recommendations from incidents are implemented

5. Continuous Quality Improvement

- Leads and encourages continuous quality improvement activities
- Identifies and supports relevant research initiatives
- Develop and maintain emergency department standards with relevant audit, ensure accurate data collection processes to meet reporting requirements
- Maintains quality standards to meet accreditation and certification requirements

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
- Relevant post graduate nursing qualification
- Significant clinical experience
- Achieved proficient level on the PDRP or equivalent

Desirable

- Previous staff management experience
- Computer literacy

Personal Attributes

- Well developed problem solving and analytical skills
- 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
- Ability to prioritise and cope with high and varied workload
- Demonstrates a commitment to quality
- Flexible, adaptable and embraces change
- Professional demeanor and high level of personal integrity.