Job Description  
Associate Clinical Nurse Manager  
*Intensive Care and Coronary Care Unit (ICU/CCU)*

**Report To:** Clinical Nurse Manager – Intensive care and Coronary Care Unit

**Liaise with:** Clinical Nurse Coordinators  
All Wards and Departments  
Medical Staff  
Duty Manager  
Nurse Educators  
Allied Health  
Maori Health  
Clinical Nurse Managers  
Nurse Leaders  
Hospital Coordinator

This is a designated senior nurse position

**The Bay of Plenty District Health Board:**  
The District Health Board's fundamental purpose is to work within the resources allocated to it to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

**Vision:** Healthy, thriving communities  
**Mission:** Enabling communities to achieve good health and independence and ensure access to high quality services.

**Values:**  
C Compassion  
A Attitude  
R Responsiveness  
E Excellence

**Main Purpose**

To provide direct clinical coordination and expertise, ensuring a safe, effective practice environment, this supports the management of patient flow through Tauranga Intensive Care and Coronary Care Unit.

In conjunction with the Clinical Nurse Manager (CNM) coordinates and leads a collaborative interdisciplinary team which enhances patient centred care.

**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 services to patients and provides leadership in complex patient situations.
- Actively monitors and ensures timely flow of patients from admission through to transfer or discharge.
- Encourages an environment of self-accountability and responsibility for effective clinical decision making and patient outcomes.
- Develops and maintains key communication links within ICU/CCU and across the wider organisation.
- Assists with recruitment & retention of staff to area of concern maintaining an appropriate roster and skill mix to enable the delivery of safe care.
- Acts as an effective role model by demonstrating high level of clinical competence and judgment and provide direct clinical care as required.
- 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 CNM 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 Associate CNM and leadership role model.
- Contributes to reduction in nursing staff turnover.

2. **Professional Development**

- Completes annual staff performance reviews and liaises with CNM on staff performance issues and agrees on strategies to resolve.
- Liaises with the Nurse Educator (NE) regarding individual staff learning and certification needs and participates in departmental education programmes.
- Maintains own clinical knowledge, competence and demonstrates leadership through own professional development.
- Maintains mandatory certifications 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 certification skills current.
- Evidence of development and ongoing maintenance of professional portfolio.
- Delegated performance reviews are completed in required timeframes.
- Performance issues are addressed 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
- Ensures timely and appropriate initiation and leadership of issues that adversely affect ICU/CCU services.
- Promotes and ensures infection control standards are maintained
- Actively manages clinical risk, informs CNM of incidents and contributes to quality and risk planning
- Assists the CNM 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 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 your 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 HPCAAs 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 practicing certificate
• Post graduate certificate in nursing
• Significant clinical experience in intensive care and coronary care nursing and shift coordinator experience
• Skilled at prioritizing work load and patient acuity requirements based on information systems and experience
• Achieved minimum proficient level PDRP or equivalent

Desirable
• Computer literacy

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