Position Description

Position Title: Nurse Leader – Paediatrics, Emergency Department, OPD, APU & Radiology

Service Group: Medical/Surgical/Women Child and Family Services

Team: Director of Nursing

Reports to: Director of Nursing

Direct Reports: Clinical Nurse Managers, Designated Specialist Nurses

Authority Level: As per delegations policy

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
Our Values: Compassion, All-one-team, Responsive, Excellence

The Bay of Plenty District Health Board (BOPDHB) is committed to the Treaty of Waitangi principles of Partnership, Participation and Protection, and to meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.

Delivering this commitment is through: the implementation of our He Pou Oranga Tangata Whenua Determinants of Health framework: respect for and promotion of our Kawa and Tikanga Māori; ensuring cultural safety; seeking to eliminate disparities in health between Māori and Non Māori.

All staff have a part to play in this commitment.

Primary Purpose

The Nurse Leader is a key leadership and service management position. In partnership with the Business Leader, Medical leader and other key operational staff the position will lead and support clinical excellence through research, evidence based nursing practice and continuous quality improvement.
In partnership with the Business Leader and Medical leader contributes to the operational management of the service within the Medical/Surgical/Women Child & Family Services to ensure the allocated costs are maintained within budget and that service delivery meets contracted requirements.

**Principal Accountabilities**

**1. Clinical Management and Partnership**

- Supports the development and leads the implementation of, professional nursing competencies and standards of practice. Encourages evidence-based practice.
- Ensures that all nursing areas within the service have processes to establish, monitor and review the nursing standards, and compliance with such standards
- Provides leadership, support and advice to CNMs to effectively address performance related to professional / clinical nursing issues
- Liaises with the Nurse Educators to ensure all direct reports complete orientation, clinical competencies and maintain relevant certification for the specialty
- Undertakes annual performance development reviews and completes appropriate development goals with staff
- Develops and maintains key partnerships and networks crucial to the success of the role within the organisation and externally
- Participates as required as a member of relevant BOP DHB Committees or sub committees
- 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
- Communicates effectively and displays appropriate role modelling to support effective conflict resolution in a cohesive multidisciplinary team

**2. Leadership and Direction**

- Provides leadership and acts as a role model to senior nursing staff to ensure that nursing practice standards are consistent with BOPDHB vision and values and the BOPDHB nursing strategy
- Takes a leadership role in the service implementing initiatives that are nursing focussed
- Provides coaching and mentorship to senior nursing positions in the service
- As required by the Director of Nursing contributes to professional issues across the organisation
- Maintains own professional development and professional portfolio to keep abreast with current trends and issues in nursing
- Maintains mandatory certification relevant to role.
- Liaises with the Nurse Educators in the identification of learning needs for the service. Identifies individual development activities to address these needs.

**3. Service Delivery**

- Contributes to Strategic, Annual and Operational plans and reporting requirements with a district wide focus
- Develops and agrees the annual service budget and business plan with the Service Leaders
- In partnership with the service leaders manages within allocated resource parameters

Nurse Leader – ED, Paediatrics, OPD, Radiology
Director of Nursing
071019
- Monitors staff numbers / skill mix / workforce indicators, identifies trends taking appropriate action within service delegated authorities
- Participates in the recruitment and selection of nurses for designated senior nursing positions
- Manages sick leave for direct reports and supports CNMs to manage sick leave proactively

4. Continuous Quality Improvement and Risk Minimisation

- Facilitates the development of a nursing research culture
- Actively manages clinical risk and incidents and contributes to quality and risk planning and monitoring
- Proactively maintains health and safety for clients, staff and others ensuring compliance with OSH requirements
- Promotes and ensures infection control standards are maintained
- Contributes to the development and maintenance of standards with relevant audit, ensure accurate data collection processes to meet reporting requirements
- Contributes to continuous improvement and the maintenance of quality standards to meet certification requirements

A function of BOPDHB is to provide a 24-hour service. This may at times necessitate you being required to change duties or transfer to another ward or department to ensure adequate coverage.

This position description is not exhaustive and the incumbent may be requested to perform any reasonable task within the scope of the position as requested by the Line Manager

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

Key Relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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</thead>
<tbody>
<tr>
<td>• Service Leaders and departments</td>
<td>• Community based health services</td>
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<tr>
<td>• Regional Maori Health Service</td>
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<tr>
<td>• Nurse Educators</td>
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<td>• Nursing Staff</td>
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<td>• Allied Health</td>
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<tr>
<td>• Quality and Patient Safety Coordinators</td>
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<td>• Patients and Families</td>
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<tr>
<td>• Hospital coordinators</td>
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<tr>
<td>• Nurse/Midwife Recruiter</td>
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### CARE Values - Manaakitanga Who am I?

- Calm, reassuring leader and manager who is able to understand others point of view and demonstrate empathy
- Communicates directly and clearly, shares knowledge and information and involves everyone in the team
- Is approachable and friendly, listens to team members and key stakeholders
- Is focused on building a great team and goes the extra mile
- Role models appropriate behaviours to the team members, sets high standards
- Creates a positive environment, with a will do attitude, is able to be flexible and adaptable

### Experience – What have I done?

- Significant experience in working in a Nursing leadership role
- Recent management experience
- Experience in an environment of diversity
- Experience of acuity systems and an awareness of CCDM
- Familiar with TrendCare patient acuity tool
- Experience in building teams

### Competencies – What am I capable of?

- Influencing others and dealing with areas of conflict as appropriate
- Negotiating skills
- Achievement orientated
- Ability to work in a clinical governance or partnership model
- Demonstrating the application of Te Tiriti o Waitangi in practice
- Providing a culturally safe environment for clients and whanau
- Strong leadership skills
- Strong articulate communicator – written and oral
- Continuous quality improvement
- Flexible and adaptable
- Comfortable with ambiguity

### Knowledge – What do I know?

- Registered Nurse with current practising certificate
- Relevant postgraduate diploma working towards Masters qualification
- Expert clinical knowledge and experience
- Workforce development
- Health equity
- Preferred knowledge of IHI quality improvement methodology
- Computer literate.

You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives.

You are required to meet the Health and Safety at Work Act 2015 requirements as set out in the BOPDHB Health and Safety policies and protocols. This includes completing successfully any health and safety training provided by the BOPDHB.

You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position. All BOPDHB sites are smokefree environments.
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 your 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 HPCA Act as the governing legislation.

Vulnerable Children Act 2014
Due to this position having contact with children and the BOPDHB’s commitment to child protection, you will be subject to ‘safety checks’ under the Vulnerable Children Act at the time of hire and thereafter as per the relevant legislation.

Position Holders Declaration
I certify that I have read, understand, and agree to this position description.

Name: __________________________________________________

Signature: ________________________________________________

Date: ___________________________________________________
<table>
<thead>
<tr>
<th>Attitudes and behaviours</th>
<th>Outcome</th>
<th>Attitudes and behaviours</th>
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</thead>
<tbody>
<tr>
<td><strong>We want to see</strong></td>
<td>Everyone we come into contact with will feel...</td>
<td><strong>We don’t want to see</strong></td>
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<tr>
<td><strong>Compassion</strong></td>
<td>Cared for and respected</td>
<td>Is rude, bullies, intimidates or humiliates. Creates anxiety. Doesn’t act if someone’s dignity is suffering.</td>
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<td></td>
<td>Treated with respect and cultural sensitivity</td>
<td>Disrespectful, judgmental, makes assumptions about people. Gossips or talks behind people's backs. Rough behaviour.</td>
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<td></td>
<td>Valued and engaged</td>
<td>Criticises people's efforts, takes people for granted, makes people feel undervalued, belittled or inadequate.</td>
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<tr>
<td><strong>All-one-team</strong></td>
<td>Clear about what’s happening</td>
<td>Withholds knowledge and information, leaves people confused or in the dark.</td>
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<td></td>
<td>Listened to</td>
<td>Doesn’t listen, talks over people, dismisses or puts people down, makes decisions without consultation.</td>
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<td></td>
<td>Involved in a partnership model</td>
<td>Doesn’t trust or involve people in things that affect them. Excludes, criticises, micro manages.</td>
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<td><strong>Responsive</strong></td>
<td>Positively welcomed</td>
<td>Ignores people, snappy or aggressive tone of voice or behaviours, 'rushing' and saying “I'm too busy”.</td>
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<td>Supported, so they would want to be cared for or work here</td>
<td>Passes the buck, says “it's not my job”, unsupportive, does not take responsibility and leaves work for others.</td>
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<td></td>
<td>We are flexible and efficient, and use resources wisely</td>
<td>Often late. Leaves people waiting unnecessarily or puts people under pressure with unrealistic timeframes.</td>
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<td><strong>Excellence</strong></td>
<td>Part of a positive culture of high achievement</td>
<td>A negative attitude, often moaning, complaining or grumpy, focuses on problems.</td>
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<td></td>
<td>Things are always improving</td>
<td>Assumes they know best, resists change, not interested in learning or developing. Happy with 'good enough'.</td>
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<td>Safe</td>
<td>Inconsistent, cuts corners, closed to new evidence.</td>
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<tr>
<td></td>
<td>We are role models who are open to feedback</td>
<td>Blames. Closed to feedback. By not speaking up about poor behaviour or unsafe practice they condone it.</td>
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