

Southern Charity Hospital

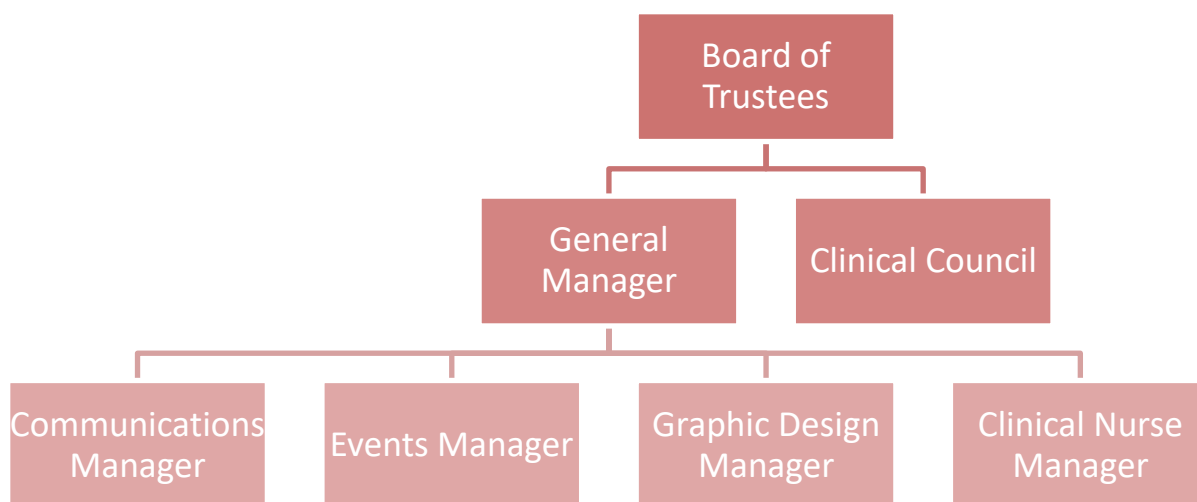
Clinical Nurse Manager

POSITION DESCRIPTION

PURPOSE OF THE ROLE

The Clinical Nurse Manager is responsible for all aspects of clinical care at Southern Charity Hospital in collaboration with the General Manager. These responsibilities include the provision of clinical leadership and co-ordination, operational functions, strategy and planning, service quality, provision of care and health and safety.

ORGANISATIONAL STRUCTURE



VISION

Together we can make a difference to the health and wellbeing of our community.

FUNCTIONAL RELATIONSHIPS

- General Manager
- Clinical Council
- Doctors, Nursing Staff & other ancillary staff
- Reception and Administrative staff
- General public

KEY RESPONSIBILITIES

Clinical Management and Leadership	<ul style="list-style-type: none"> • Promote excellence in clinical service provision through the sharing of new knowledge, ideas, and research. • Encourage innovation and practice initiatives that enhance clinical care or service provision • Liaise and work effectively with the Clinical Council • Clearly assign responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress and results utilising clear feedback loops • Providing clinical leadership, coordination, and management to ensure the safe provision of patient care, whilst acting as a positive role model • Proactively deal with staff/volunteer conflict and performance issues in the first instance with escalation to GM where necessary. • Ensure effective orientation and induction of all clinical staff/volunteers to the environment, policies, and procedures
Clinical Care Delivery	<ul style="list-style-type: none"> • Utilises professional nursing knowledge and skills to provide holistic approach to nursing care that is safe, of the highest quality possible; and in accordance with <ul style="list-style-type: none"> ○ Registered Nurse Scope of Practice ○ Nursing Council of NZ Registered Nurse Competencies ○ Nursing Council Code of Conduct • Utilises critical thinking to understand patient data/information and its implications for practice • Patient assessment and care delivered is documented and reported recognising the need for immediate and ongoing intervention and incorporated in the treatment/discharge plan when appropriate • Maintains an exceptionally high level of confidentiality • Provision of nursing care in consultation and partnership with the patient/client/whanau where the rights and needs of all people are acknowledged within the context of the Te Tiriti o Waitangi. • Demonstrates the ability to work effectively with the multi-disciplinary team and other health care providers.
Operational Management	<ul style="list-style-type: none"> • Responsible for receiving, triaging, and appropriately managing all clinical referrals in collaboration with GM • Ensure the Hospital and its clinical facilities are appropriately

	<p>maintained and in safe and optimum working order at all times</p> <ul style="list-style-type: none"> • Maintain and advise on all assets and infrastructure that relate directly to clinical practice.
Human Resource Management	<ul style="list-style-type: none"> • Acts as a liaison and communicates effectively between facilitators of services, volunteers, and the GM. • Clearly communicate the vision and objectives for the organisation to all volunteers. • Ensure the Southern Charity Hospital's performance is evaluated based on meeting these objectives and support and training is provided where required. • Lead by example and build capability in the volunteer team. Take appropriate steps to support their individual professional development and their effectiveness in working together on joint tasks and objectives. • In conjunction with the GM ensure the skillset and team size are appropriate to meet the Southern Charity Hospital's current and future needs, including succession plans for key roles. • Assist the GM in the organisation of clinical sessions and lists, including oversight of rostering of volunteers to those lists and other clinical activities • Assist the GM to regularly monitor policy and procedure frameworks and systems to ensure that they are satisfying the Southern Charity Hospital's core vision and are compliant with relevant legislation.
Quality Assurance and Risk Management	<ul style="list-style-type: none"> • Ensure quality assurance systems are developed, implemented, and maintained to ensure that quality healthcare is at the forefront of the Southern Charity Hospital's operations. • Ensure that risks are identified early and are eliminated, minimised and/or managed, including through maintenance of appropriate insurance cover across the organisation. • Provide oversight, guidance and training to all personnel in respect of all quality and risk issues.
Health and Safety Management	<ul style="list-style-type: none"> • Assists the GM in ensuring the implementation and maintenance of a robust health and safety management system that is compliant with the Health and Safety at Work Act 2015. • Ensures all volunteers understand and adhere to the Southern Charity Hospital's health and safety policies and procedures. • Ensures the use of all appropriate personal protective equipment to carry out duties safely and effectively. • Ensures all hazards and associated risks are identified and controlled. • Creates a strong safety culture, ensuring all incidents, near misses, accidents, injuries, and notifiable events are reported, recorded, and investigated appropriately.

	<ul style="list-style-type: none"> • Ensures all emergency procedures are understood and adhered to • Leads and contributes to health and safety meetings. • Reports any health and safety concerns to the Board.
Additional Duties	<ul style="list-style-type: none"> • Ensures all other tasks, projects, assignments, or responsibilities delegated or assigned by the GM are completed accurately, professionally and in a timely manner.

PROFESSIONAL RESPONSIBILITIES

- Align with Southern Charity Hospital Values and Strategic Goals
- Maintain and ensure high standards of patient care
- Practice in accordance with legal, ethical, cultural safety and professional service standards
- Accountable for own work and provide a high-quality service, and contributes to quality and continuous improvements
- Read and understand the organisations policies and procedures that have an impact on the role
- Follow established health and safety and other policies and procedures to ensure the safety of oneself and others
- Work in partnership with Māori patients and ensure culturally appropriate service provided
- Participate in on-going quality improvement activities throughout the year
- Raise concerns with the GM and/or the Clinical Council, if there are quality or patient / service safety issues

CORE COMPETENCIES

<i>Competency</i>	<i>Definition</i>
Strategic/Visionary Leadership	Creating and achieving a desired future state (vision) through influence on organisational values, individual and group goals, reinforcements, and systems. Creating a desired future state through helping others see, and emotionally feel, how things can be different (and better).
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language, and terminology adjusted to the characteristics and needs of the audience.
Coaching	Facilitating the development of others knowledge and skills, providing timely feedback and guidance to help them reach goals.
Analysis and Problem Solving	Securing relevant information and identifying key issues and relationships from a base of information. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints, and organisation values.

Innovation	Generating creative solutions to work situations, trying different and novel ways to deal with problems and opportunities.
Building and Maintaining Relationships	Able to establish and maintain relationships with people at all levels; puts others at ease; promotes harmony and consensus through diplomatic handling of disagreements and potential conflict.
Persuasiveness/Sales Ability	Using appropriate interpersonal styles and communication methods to gain acceptance of an idea or plan.
Planning & Organising/Work Management	Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.
Tolerance for Stress	Maintaining stable performance under pressure and/or opposition. Relieving stress in an appropriate manner.
Safety Awareness	Being aware of conditions that affect volunteer's safety.

QUALIFICATIONS AND EXPERIENCE

Essential

- 5 years post graduate clinical practice with experience in Surgical or Perioperative nursing.
- Proven leadership ability
- Knowledge of quality improvement processes and principles
- Knowledge and understanding of Te Tiriti o Waitangi and its implications on healthcare

PERSON SPECIFICATIONS

- Professional demeanour and high level of personal integrity
- Previous staff management experience (desirable but not essential)
- Empathy, patient service focused and commitment to excellence
- High level of initiative
- Ability to prioritise and cope with high and varied workload
- Ability to delegate tasks as needed
- Well-developed problem solving and analytical skills
- Analytical thinking skills and the ability to exercise sound judgement when making decisions
- Well-developed written and verbal communication skills
- Commitment to Treaty of Waitangi