

### POSITION DESCRIPTION

Position Title:	Associated Charge Nurse (ACN)
Location:	Dunstan Hospital
Reports:	Vincent Nursing Team Healthcare Assistants
Reports to:	Charge Nurse Vincent Ward
Date:	December 2022

#### Our Vision

To be a lead provider and educator of rural healthcare for our communities

#### Purpose of Role

The purpose of the Associate Charge Nurse is to assist and work collaboratively with the Charge Nurse in the establishment and promotion of clinical nursing professional standards.

The Associate Charge Nurse provides clinical leadership, monitors, and mitigates risk, actively engages in quality initiatives, and manages the day-to-day functioning of the ward to ensure delivery of safe patient focused care. Staff education is also an integral function of the Associate Charge Nurse.

This position does not encompass budget responsibility but has delegation of authority for management of staff within the ward on a shift-by-shift basis.

### LIVING CENTRAL OTAGO HEALTH SERVICES LTD VALUES

Proactively demonstrate COHSL values in all aspects of the role	<ul style="list-style-type: none"> <li>• Demonstrates behaviours that we want to see from each other, at our best</li> <li>• Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up</li> <li>• Contributes positively to the team and other initiatives that seek to improve patient and whanau experiences and/or staff experience of working</li> </ul>		
<b>KINDNESS</b>	<b>EXCELLENCE</b>	<b>TRUST</b>	<b>CONNECTION</b>
Kākau Māhaki	Whāia te iti kahurangi	Whakapono	Te Taukaea Takata

### COMPETENCIES

#### Organisational Competencies

<b>Patient Focus</b>	Is patient, community and whanau centred. Is dedicated to meeting the expectations and requirements of all patients; establishes and maintains effective relationships with patients and gains their trust and respect.
<b>Integrity &amp; Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; does not misrepresent themselves for personal gain.
<b>Manages Diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class;

	supports equal and fair treatment and opportunity for all.
Role Specific Competencies	
<b>Communication</b>	Communication conveys an understanding of the context of the situation/circumstances. Presents information clearly in a language and style appropriate to the audience. Able to effectively communicate in verbal and written forms required. Ability to provide critical thinking and analytical skills required.
<b>Problem Solving</b>	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at first answers.
<b>Interpersonal Savvy</b>	Relates well to all kinds of people – inside and outside the organisation. Builds appropriate rapport. Builds constructive and effective relationships. Uses diplomacy and tact. Can defuse even high-tension situations comfortably.
<b>Teamwork &amp; Cooperation</b>	Invites all members of a group to contribute to a process. Understanding and appreciative of different and opposing perspectives on an issue. Actively promotes a friendly climate, good morale, and co-operation within the team. Accepts responsibility for the effectiveness of the team.
<b>Initiative</b>	Acts quickly and decisively in a crisis. Creates opportunities or minimises potential problems in the short term by a unique extra effort e.g., implementation of a training programme.
<b>Priority Setting</b>	Spends their time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus.

KEY RELATIONSHIPS	
Internal	External
<ul style="list-style-type: none"> <li>District Nursing Staff</li> </ul>	<ul style="list-style-type: none"> <li>Patients, Family / Whanau &amp; Community</li> </ul>
<ul style="list-style-type: none"> <li>Nursing Director</li> </ul>	<ul style="list-style-type: none"> <li>Other DHBs and Rural Hospitals</li> </ul>
<ul style="list-style-type: none"> <li>Charge Nurses</li> </ul>	<ul style="list-style-type: none"> <li>Primary Health Care Providers and WellSouth PHO</li> </ul>
<ul style="list-style-type: none"> <li>Medical Staff and Allied Health Staff</li> </ul>	<ul style="list-style-type: none"> <li>Residential &amp; Aged Care Providers, Hospice</li> </ul>
<ul style="list-style-type: none"> <li>Clinical Nurse Specialists</li> </ul>	<ul style="list-style-type: none"> <li>Pharmacy</li> </ul>
<ul style="list-style-type: none"> <li>Non-clinical Staff – Administration, Finance and Support Services staff</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Support Groups</li> </ul>
<ul style="list-style-type: none"> <li>Management Team</li> </ul>	
<ul style="list-style-type: none"> <li>Diagnostic Staff: Laboratory, Radiology</li> </ul>	

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>It is essential that the applicant is a registered nurse with strong clinical leadership skills</li> <li>Possess a current annual practising certificate (APC)</li> <li>Holds a current portfolio (PDRP) or equivalent, appropriate to this role</li> <li>Holds a relevant qualification (minimum PG cert) in a relevant field</li> </ul>	<ul style="list-style-type: none"> <li>PG dip or Masters level qualification in relevant field</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years working either within the clinical area or relevant nursing/midwifery role.</li> <li>• Excellent group facilitation skills and history of collaborative team approach</li> <li>• Has advanced communication techniques such as conflict resolution, diffusion, and mediation skills</li> <li>• Innovative and flexible with a positive and problem-solving approach in all situations</li> <li>• Is a critical consumer of research and embraces evidenced based practice when carrying out any task or function</li> <li>• Experience and credibility with the health care team as a professional resource in practice area</li> <li>• Demonstrated ability to contribute to the professional development of nursing staff.</li> <li>• Networking effectively in area of practice - locally, regionally, and nationally.</li> <li>• Demonstrated ability to articulate evidence-based nursing practice to a Multidisciplinary Team</li> </ul>	
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Excellent clinical assessment and management skills</li> <li>• Confident and able to cope in potentially challenging or stressful situations</li> <li>• Highly organised, flexible, and able to prioritise effectively</li> <li>• Skills in problem solving, priority setting and planning</li> <li>• Ability to self-evaluate and reflect on practice</li> <li>• Able to work independently and within a team</li> <li>• A strong patient/whanau focus</li> <li>• A commitment to cultural awareness and its application to nursing practice</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment, personal accountability, integrity and sensitivity</li> <li>• Excellent interpersonal and communication skills, including ability to work effectively with people at all levels of the organisation.</li> <li>• Is adaptable and flexible – open to change</li> <li>• Has initiative and self-motivation with excellent organisational and time management skills</li> <li>• Ability to problem solve</li> <li>• Is energetic and able to motivate others</li> <li>• Maintains a high level of confidentiality</li> <li>• Able to manage and resolve conflict</li> </ul>	

<b>Key Result Areas</b>	
<b>Key Accountabilities:</b>	<b>Example of successful delivery of duties and responsibilities</b>
<b>Operational Management</b>	
<ul style="list-style-type: none"> <li>• Coordinates resources to meet identified needs of clients/patients and team members, which encompasses managing staff and patient flow on a shift by shift basis, liaising with the MO and other hospitals as required</li> <li>• Notifies the CN for areas of concern e.g. disciplinary matters, practice issues</li> <li>• Provides the day-to-day clinical leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Participates, as guided by CN, in processes to manage poor performance and addresses sickness and absenteeism as required</li> <li>• Provides feedback to CN on any activity that may affect budgets e.g. overtime on a shift by shift basis</li> <li>• Follows documentation standards for external and internal communications</li> </ul>

## Clinical Leadership

**Team Management on a shift-by-shift basis to establish and maintain a high standard of patient focused care within the allocated resources**

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| <ul style="list-style-type: none"><li>• Ensures there is adequate leadership and supervision for health care assistants, and new staff on a shift by shift basis</li><li>• Maintain professional standards, codes and adherence to COHSL policy on each shift and ensure alignment of staff conduct within these standards/codes/policies. Identify and deal with any breaches where appropriate as directed and in consultation with the CN</li><li>• Ensure clinical practice is provided within accepted professional standards, codes, policies and relevant legislation</li><li>• Foster the development of a cohesive team which works collaboratively to achieve optimal patient/ service outcomes</li><li>• Encourage innovation and practice initiatives that enhance clinical care or service provision</li><li>• Promote excellence in clinical service provision through the sharing of new knowledge, ideas, research, and evidence-based practice, whilst encouraging others to do the same</li><li>• Promote patient centred care that incorporates a strong customer service philosophy through effective and positive interactions with patients, staff, visitors and other agencies</li></ul> | <ul style="list-style-type: none"><li>• Supervises management of patients in a manner that challenges and supports team members in providing safe and individualised care on each shift</li><li>• Ensure Treaty of Waitangi principles and Tikaka best practice guidelines are fully integrated into practice</li><li>• Leads the team in ensuring a culturally safe environment for patients/clients and colleagues</li><li>• Fosters and participates in a team approach to clinical emergencies within the area including restraint</li><li>• Be active and visible within the team working alongside nursing/midwifery staff, motivating and actively praising/ valuing staff endeavours, and acknowledging patient satisfaction and good clinical care</li></ul> |
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## Quality and Risk Management

**Contributes to the service's risk minimisation activities and service activitiesFosters a quality improvement culture**

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| <ul style="list-style-type: none"><li>• Actively contributes to health and safety activities and ensures infection control processes are maintained whilst facilitating and delegating others to also contribute actively</li><li>• Identifies risk management issues, appropriately initiates risk mitigation and educates staff about risks within the area</li><li>• Continually monitor compliance with COHSL policies, procedures and quality standards &amp; indicators and initiate corrective actions</li></ul> | <ul style="list-style-type: none"><li>• Initiates audit and evaluation of ward/service processes and implements corrective actions</li><li>• Contributes to incident and complaint investigation processes</li><li>• Promotes and participates in quality improvement strategies including accreditation and certification activities</li><li>• Identifies and ensures equipment compliance</li></ul> |
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<b>Clinical Practice</b>	
Articulates the ethical, cultural, and statutory requirements of practice and initiates / responds to changes from the internal and external environment.	
<ul style="list-style-type: none"> <li>Provides input into and helps interpret requirements of new legislation /guidelines</li> <li>Supports clinicians in identifying ethical dilemmas working through a decision-making framework</li> </ul>	<ul style="list-style-type: none"> <li>Attends and provides input into and feedback from relevant committees</li> <li>Nursing specialty submissions are made in the development of relevant organisational and national policies</li> <li>Actively manages risk</li> <li>Assess the quality of nursing practice in the clinical setting. Collaborates on any changes required</li> </ul>
<b>To demonstrate effective interpersonal relationship skills</b>	
<ul style="list-style-type: none"> <li>Establishes, maintains, and concludes therapeutic interpersonal relationships with patient/consumer</li> <li>Practices nursing in a negotiated partnership with the patient/consumer and family/whanau where and when possible</li> <li>Communicates effectively with patients/consumer and family/whanau and members of the health care team</li> <li>Maintains privacy and confidentiality in accordance with HIP Code, COHSL policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Communicates in an appropriate and professional manner, verbal and written</li> <li>Privacy Act, Informed Consent and Code of Rights adhered to</li> <li>Abides by NCNZ Code of Conduct and Professional Boundaries guidelines</li> </ul>
<b>Education, Research &amp; Evidenced Based Practice</b>	
<ul style="list-style-type: none"> <li>Educates and supports others in decision making relevant to their scope of practice</li> <li>Demonstrates use of own relevant post-basic clinically focused education</li> <li>Actively supports preceptoring principles during orientation of new staff</li> <li>Supervises, mentors and educates other staff using a variety of methods; including role modelling of expert practice</li> <li>Encourage a culture of continuous learning, positive critique of the status quo</li> </ul>	<ul style="list-style-type: none"> <li>Role models and proactively instigates best practise guidelines</li> <li>Facilitates education of team members about Tikaka best practice guidelines &amp; the Treaty of Waitangi/TeTiriti o Waitangi</li> <li>Refer staff to the Nurse Educator for education in the use of evidence-based practice and research to challenge and change practice</li> </ul>
<b>Self-Management</b>	
<ul style="list-style-type: none"> <li>Plan and manage own work to achieve desired results on time, within budget and to required standard</li> <li>Maintain own professional development; attend development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Act as a role model for the organisational values</li> </ul>
<b>Contribution to Organisational Leadership</b>	
<ul style="list-style-type: none"> <li>Participate collectively with other Associate Charge Nurses to provide a collaborative service management function</li> </ul>	<ul style="list-style-type: none"> <li>Participate in focus groups/projects that advance issues and strategies of service/organisational priority</li> </ul>
<b>Promotes excellence in nursing practice within an interdisciplinary environment.</b>	

<ul style="list-style-type: none"> <li>• Uses a theoretical framework and personal philosophy of nursing as a basis for nursing/midwifery practice and its advancement</li> <li>• Identifies and introduces advancements in nursing knowledge, relevant trends and changes in best practice for nurses</li> <li>• Models expert nursing skills and applies critical reasoning to nursing practice issues and decisions</li> <li>• In partnership with senior nursing staff, identifies relevant trends and changes in the scope and nature of nursing practice and evaluate for local applicability</li> <li>• Uses critical incidents as an opportunity for staff development</li> <li>• Collaborates with senior nursing staff and multidisciplinary teams and supports changes to practice when indicated</li> <li>• Promotes and provides a strong nursing education focus based on adult learning principles</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains own PDRP</li> <li>• Education framed within nursing and/or national health standards eg NZ Health Strategy, HQSC targets</li> </ul>
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**Shows effective nursing/midwifery leadership and consultancy with an educational focus.**

<ul style="list-style-type: none"> <li>• Acts as a resource person and supports staff to achieve Professional Development and Recognition Programme (PDRP) requirements</li> <li>• Supports a culture of evaluation and the ongoing quality improvement of nursing practice</li> <li>• Contributes to system change to improve health outcomes through evidence-based practice</li> <li>• Contributes to meetings in a collaborative, active way</li> <li>• Implements and maintains Core Competency based education programmes, e.g. IV Certification and CPR, to assist staff to maintain COHSL policy and core competency requirements</li> <li>• Updates and monitors databases facilitating staff to maintain Core Competency requirements</li> </ul>	<ul style="list-style-type: none"> <li>• PDRP assessor</li> <li>• Demonstrates understanding of levels of practice indicators within PDRP</li> <li>• Evidence of attendance and engagement in Educator sessions</li> <li>• Attend appropriate compulsory education</li> <li>• Accurate and current education/training database maintained</li> </ul>
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**Promote the enhancement of clinical practice and the development of knowledge and skills for Nursing staff**

<ul style="list-style-type: none"> <li>• Is responsible for the facilitation and/or delivery of regular relevant education and staff development programmes for clinical staff</li> <li>• Communicates and collaborates with CN, NE and DON to identify education needs and practice requirements</li> <li>• Reviews programme content and delivery using appropriate measurements, methods, and tools to evaluate achievement of learning goals, teaching strategies and quality assurance</li> </ul>	<ul style="list-style-type: none"> <li>• Able to determine and respond to needs of different groups within the workforce eg NETP, new staff</li> <li>• Certified preceptor</li> </ul>
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<ul style="list-style-type: none"> <li>• Provides evaluation and reports of training and in-service programmes to line manager on a regular basis</li> <li>• Where specialist knowledge needs are identified, the Nurse Educator will in conjunction with the Senior Nursing Group identify education needs and facilitate training</li> <li>• Supports nursing staff in identifying relevant education, professional development activities and set annual performance goals</li> <li>• In conjunction with Senior Nursing group, assists nursing staff, who have been identified as having a performance deficit, in developing an education plan to meet identified outcomes</li> <li>• In collaboration with the New Graduate Programmes, provides support, education, and resources to the new graduates to ensure programme requirements are achieved</li> <li>• Is available as a mentor for nurses/preceptors where appropriate</li> <li>• In partnership with the Senior Nursing Group plan and review orientation programme for new staff</li> <li>• Maintains records of attendance at all teaching sessions</li> <li>• Works alongside new staff as part of Orientation processes</li> </ul>	
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**Promotes and utilises research and evidence-based nursing practice**

<ul style="list-style-type: none"> <li>• Facilitates and/or conducts research with an educational focus and assists in the application of research findings</li> <li>• Works in partnership to develop and maintain evidence-based inquiry and education resources</li> <li>• Utilises research inquiry to advance nursing best practice across the site and contribute to evidence-based policy and its evaluation through the quality and audit process</li> </ul>	<ul style="list-style-type: none"> <li>• Use of contemporary sources of information and evidence</li> <li>• Alignment of education and resources across district and/or SI region where applicable</li> </ul>
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**Maintains own professional development**

<ul style="list-style-type: none"> <li>• Maintains own clinical competence and develops own portfolio demonstrating a commitment to self-development</li> <li>• Networks nationally and internationally and keeps up to date on trends and developments within education</li> <li>• In consultation with the CN identifies educational programmes and conferences relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Annual performance review with development objectives identified</li> <li>• Use of electronic / online resources for education and development</li> <li>• Presents papers at conferences and seminars and presents papers for publishing as required</li> </ul>
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Other Duties	
<ul style="list-style-type: none"> <li>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience</li> <li>Act as a role model for the COHSL Values</li> </ul>	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness</li> <li>You produce work that complies with COHSL processes and reflects best practice</li> <li>Research undertaken is robust and well considered</li> <li>Live and support the COHSL values in everything you do</li> </ul>
Professional Development – self	
<ul style="list-style-type: none"> <li>Identifying areas for personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with your CN</li> <li>Performance objectives reviewed annually with your CN</li> <li>You actively seek feedback and accept constructive criticism</li> </ul>
Health, Safety and Wellbeing	
<ul style="list-style-type: none"> <li>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the COHSL Safety and Wellbeing policies, procedures and systems</li> </ul>	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under COHSL Safety policy /procedures</li> <li>You actively encourage and challenge your peersto work in a safe manner</li> <li>Effort is made to strive for best practice in Health and Safety at all times</li> </ul>
Treaty of Waitangi	
<ul style="list-style-type: none"> <li>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis</li> </ul>	<ul style="list-style-type: none"> <li><b>Partnership</b> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other</li> <li><b>Participation</b> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education</li> <li><b>Protection</b> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori</li> </ul>

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.



## CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date