



POSITION DESCRIPTION

Position Title:	Charge Nurse District Nursing (1.0 FTE)
Location:	Dunstan Hospital
Direct Reports:	Approximately 15 staff (7.2 FTE)
Reports to:	Director of Nursing (DON)
Date:	September 2023

Our Vision

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

Purpose of Role

- Providing clinical leadership, coordination and management of the District Nursing (DN) team to ensure the safe provision of patient care, whilst acting as a positive role model.
- Fostering a culture of clinical excellence, innovation and strategic thinking.
- Facilitating clinical practice development within the multidisciplinary team.
- Provide Clinical Care to ensure patient safety when the patient care demand exceeds the District Nurse team capacity.
- Ensuring human resource management activities are undertaken appropriately for all staff.
- Supporting the philosophy and practice of an organisation wide approach to service delivery and operational processes.
- Ensuring service delivery is provided within approved activity plans and financial budgets.
- Working with the Director of Nursing (DON) to develop and implement capital and asset management plans that ensure all plant and equipment is maintained, replaced and /or purchased for the DN team.
- Working with the DON participating in training and projects that advance professional nursing practice and quality of care.
- Proactively identify own development goals for self in order to meet the position requirements.
- Ensure an equity lens is applied to patients' needs taking our rural environment into consideration.
- In line with the principles of Te Tiriti o Waitangi provide equity for the health care provision of Maori.

LIVING CENTRAL OTAGO HEALTH SERVICES LTD VALUES

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

COMPETENCIES

Organisational Competencies

Role Model	Be ready to embrace change for the improvement of patient & whanau care.
Customer Focus	Promotes a continuous improvement ethos. Is patient, community & whanau centred.
Integrity & Trust	Can establish credibility with clinical staff and stakeholders; Is widely trusted.
Organisational Agility	Knowledgeable about how organisations work and how to implement and embed change. Works through formal channels and informal networks. Understands the reasoning behind policies, practices and procedures.
Drive For Results	Be pragmatic and achieve set goals. Drive uptake of the change/quality improvement.
Manages Diversity	Manages all kinds and classes of people equitably. Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes. Supports equal opportunities.

Role Specific Competencies

Leadership and Motivation	Demonstrate clinical credibility. Be action-orientated and motivating, have a proven collaborative approach to leadership, coach and enable others to achieve innovative solutions to issues, adopt an open and supportive relationship with staff.
Communication	Communication conveys an understanding of the context of the situation or circumstances. Presents information clearly in a language and style appropriate to the audience. Ability to listen.
Interpersonal Relationships	Demonstrate commitment to an open and inclusive working culture emphasising collaboration and teamwork between and among all professional groups. Demonstrate sensitivity and lead with a fair and consistent approach in all things. Role-model conflict resolution, diffusion and mediation skills.
Self-Management	Exhibit self-confidence and demonstrate personal resourcefulness and decisiveness. Demonstrate clear purpose and understanding of issues. Develop logical and complete plans to resolve issues. Exhibit a desire to succeed by completing challenging assignments and projects on time and to an excellent standard.
Quality and Risk Management	Contribute and lead quality initiatives. Ensure a strong patient centred focus with patient safety at the fore.
Problem Solving	Demonstrate sound problem resolution skills; ability to think laterally & innovatively
Mobilise System Improvement	Enable a culture of continuous improvement; identify and initiate innovations and support their adoption.

KEY RELATIONSHIPS

Internal	External
• Nurses / Charge Nurses / CNS	• Patients, Family / Whanau & Community
• Vincent Ward Staff	• General Practitioners & Practice Nurses
• Allied Health Staff	• Te Whatu Ora Staff
• Administration Staff.	• Primary Health Care Providers (WellSouth PHO)
• Nursing Director	• Health & Welfare Agencies
• Hospital Services	• Tertiary Institutions (Otago University & Polytechnic)
• Management Team	• Professional Bodies and Registration Authorities
• Diagnostics - Pharmacy, Radiology, Labs	• Other Service Providers: NGOs, Private Health

PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • Must be a registered nurse with current APC. • Must have minimum six years post registration experience and strong clinical leadership and management skills. • Holds a current portfolio (PDRP) or equivalent appropriate to the role. 	<ul style="list-style-type: none"> • Evidence of ongoing development such as a post graduate qualification in a relevant field or working towards a Post Graduate Diploma or Masters.
Experience	<ul style="list-style-type: none"> • Experience of leading nursing staff • Specialist wound care skills and/or experience. • Proven clinical credibility. • Evidence of a level of learning reflective of the role. • Experience of working with other professions and MDT's. 	<ul style="list-style-type: none"> • Applying Collective Union agreements • Experience working in a rural health environment and/or rural hospital. • Previous District Nursing experience.
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent active listening skills • Ability to problem solve. • Ability to clearly articulate messages. • Ability to influence others and move towards a common goal. • Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation. • Advanced communication techniques such as conflict resolution, diffusion and mediation skills. • Able to work collaboratively with all clinical disciplines. • Competent computer skills. 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment, personal accountability, integrity and sensitivity. • Commitment to the ideals of research, evaluation methods and evidence based best practice and procedures. • Has initiative and self-motivation with excellent organisational and time management skills. • Innovative, proactive, enthusiastic and flexible – open to change • Energetic and able to motivate others. • Maintains a high level of confidentiality. • Able to manage and resolve conflict. 	

KEY RESULT AREAS

Key Accountabilities

Examples of Successful Delivery

Clinical Leadership

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| <ul style="list-style-type: none"> • Foster a culture that strives for excellence in clinical service provision within allocated resources. • 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. • Maintain a high standard of clinical expertise within the team. • Foster the development of a cohesive team which works collaboratively to achieve optimal patient/ service outcomes. • Ensure Treaty of Waitangi principles and Tikaka best practice guidelines are fully integrated into practice. • Encourage a culture of continuous learning, positive critique of the status quo and use of evidence-based practice. • Ensure there is adequate leadership and principles of direction and delegation are adhered to by all staff | <ul style="list-style-type: none"> • Active and visible within the team, motivating and actively praising/ valuing staff endeavours, and acknowledging patient satisfaction and good clinical care. • Is a wound care champion who oversees and informs advanced wound care clinical practice. • Promote patient centred care that incorporates a strong customer service philosophy through effective and positive interactions with patients, clients, staff, visitors and other agencies. • Ensure clinical practice is provided within accepted professional standards, codes, policies and relevant legislation. |
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Service Planning & Delivery

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| <ul style="list-style-type: none"> • Lead and manage the DN service in accordance with operational plans and budgets • Ensure a patient service focus is adopted and maintained. • Implement COHSL wide policies and processes • Ensure the DN service complies with the Ministry of Health Specialist Community Services Tier Level 2 Service Specifications (2014), Health and Disability sector standards and relevant legislation and ACC contract. • Ensure adherence to the COHSL delegations of authority. • Effectively utilise COHSL information systems and data to enable DN patient care management and human resource utilisation activities. • Identify, lead and manage projects to improve district service efficiency and effectiveness. • Lead the team to effectively ensure a seamless continuation of care for patients in the community setting. • Provide appropriate and timely clinical oversight on monthly District Nurse ACC claims. • Ensure all opportunities for income generation are maximised e.g., ACC Designated Provider | <ul style="list-style-type: none"> • Build and maintain effective relationships and communication mechanisms with staff, associated clinical and support services, and external agencies as applicable. • Develop and implement audit care pathways in conjunction with clinical staff. • Ensure integrated care plans are utilised in clinical service delivery. • Monitor DN performance against key performance indicator targets, identifying and implementing corrective actions if required in conjunction with the DON. • Contribute to accurate monthly DN data variance analysis of key performance indicators, balanced scorecard and financial management variances. • Actively participate in the preparation of service activity plans. • Assist the preparation of business cases and/or reports as requested by the Management Team. • All monthly District Nurse ACC claims are clinical verified completed in timely manner. |
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Staff Management & Planning

- Lead by example acting as a positive, motivating and inspiring role model for all staff.
- Ensure best practice human resource standards are met and facilitate coaching and performance development for staff; facilitate change management as appropriate.
- Ensure effective recruitment, orientation, preceptorship, rostering and administration of staff in accordance with COHSL policies.
- Develop communication mechanisms that facilitate effective & timely communications within the team
- Proactively plan and implement appropriate staff rosters aligned with variations in activity e.g. winter, Christmas, school holidays etc.
- Ensure accuracy and timeliness in rostering and payroll transactions.
- Ensure timely staff appraisal and feedback structures are in place. With staff, identify professional development plans aligned to COHSL and service priorities.
- Proactively deal with staff conflict and performance issues.
- Maximise opportunities to create a harmonious working environment. Show positive leadership and seek feedback.
- Manage employee leave to ensure service demands are matched with the legal requirements for staff to take leave.
- Develop a comprehensive staffing plan for the team that recognises potential shortcomings and identifies strategies to address gaps both short and long term.
- Ensure professional staff practice with a current annual practising certificate and logs in the appropriate reporting system.
- Ensure rosters are developed in accordance with approved roster resource levels which meets COSHL budget and roster needs.
- Ensure appropriately budgeted training and development plans are in place for all staff. In conjunction with the Clinical Nurse Educator, ensure relevant mandatory in-service training and education is carried out to maintain clinical quality of service.
- Promote and facilitate nursing staff participation in the PDRP (Professional Development Recognition Programme).
- Ensure all staff have an up-to-date annual leave management plan at all times.

Financial Management

- Work within budgets and develop risk mitigation strategies for unexpected expenditure.
- Participate in the annual budgeting process with the Management Team.
- Manage capital expenditure within annual capital expenditure plans, and in accordance with COHSL policies and procedures.
- Proactively engage with staff to identify ideas and action plans for efficiency improvements and cost reduction initiatives.

Quality & Risk Management

- Lead, administer and facilitate staff involvement in DN quality and risk programmes and action plans
- Ensure compliance including: all relevant standards and legislation, health and safety, professional regulations and equipment.
- Lead the DN incident reporting and investigation processes, within COHSL policies and procedures
- Support and demonstrate the philosophy and practice of a service and organisational wide systems approach to service and operational processes.
- Lead and manage service level health and safety programmes including audit of hazards and routine reporting of incidents and accidents.
- Investigate complaints, incidents and other matters in a timely manner, reporting outcomes including development of action plans to facilitate DN development.
- Proactively develop new DN policies and protocols in conjunction with members of the team.

Strategic Management	
<ul style="list-style-type: none"> Maintain knowledge of current and emerging strategic priorities for the relevant service grouping specialties. Lead assigned projects that are of strategic DN service priority, ensuring their effective completion within assigned timeframes and resources. 	<ul style="list-style-type: none"> Build a collective vision for the DN to allow staff to have a clear understanding of their role in service provision. Use COHSL Balanced Scorecard, incidents, complaints and other KPIs to inform DN development and improvement opportunities.
Self-Management	
<ul style="list-style-type: none"> Plan and manage own work to achieve desired results on time, within budget and to required standard. Maintain own professional development, attend COHSL and other development opportunities. 	<ul style="list-style-type: none"> Act as a role model for the COHSL organisational values.
Health, Safety & Wellbeing	
<ul style="list-style-type: none"> Recognises individual responsibility for workplace Health & Safety under the Health and Safety at Work Act 2015. Effort is made to always strive for best practice in Health and Safety. 	<ul style="list-style-type: none"> Understand and consistently meet your obligations under the organisations Health & Safety policy and procedures. Create an atmosphere where staff support each other, and workplace violence and bullying are not tolerated.
Cultural Development	
<ul style="list-style-type: none"> Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your day-to-day interactions with others. Honouring cultural diversity. 	<ul style="list-style-type: none"> Respect, sensitivity, cultural awareness is evident in interpersonal relationships. Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.

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