



## POSITION DESCRIPTION

Position Title:	Director of Nursing
Location:	Dunstan Hospital
Reports:	Several direct reports, responsibility for approximately 40FTE
Reports to:	Chief Executive
Date:	September 2024

### COHSL Vision

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

### Our Environment

COHSL is a unique community-owned rural health service provider delivering public and private health care to the Central Otago and Upper Clutha areas. COHSL is committed to playing its part in the implementation of the Health Reforms, the delivery of integrated models of care that stretch across the care continuum and reducing rural inequities.

### Purpose of Role

- Provide strategic and safe day to day operational leadership to ensure the workforce is supported and developed to deliver contemporary models of care appropriate for this rural environment.
- Ensure the workforce culture is one of openness and in line with the organisation's values.
- Provide professional advice to the Executive Leadership Team and others in the clinician management partnership on matters relating to nursing practice.
- Foster excellence in quality nursing standards, competencies, professional conduct and practice.
- Consult and advise on nursing workforce development, appropriate skill mix and career pathways.
- Foster the rural workforce by enabling nursing students to train in our health services and gain knowledge and experience under the guidance of our staff.
- In line with the principles of Te Tiriti o Waitangi provide equity for the health provision of Māori.
- Partnering with the Clinical Directors, Allied Health Director and other managers to foster inter-professional ways of working that puts the people at the centre of their care and values their time.

### 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>
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KINDNESS	EXCELLENCE	TRUST	CONNECTION
Kākau Māhaki	Whāia te iti kahuraki	Whakaponu	Te Taukaea Takata

## KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> <li>• Chief Executive</li> </ul>	<ul style="list-style-type: none"> <li>• Patients, Family / Whanau &amp; Community</li> </ul>
<ul style="list-style-type: none"> <li>• Executive leadership team members</li> </ul>	<ul style="list-style-type: none"> <li>• Health New Zealand Nursing Leaders &amp; Managers</li> </ul>
<ul style="list-style-type: none"> <li>• Charge Nurse Managers and Senior 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>• Nursing and Health Care Assistant Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Professional Body &amp; Registration Authority</li> </ul>
<ul style="list-style-type: none"> <li>• Patient Transfer Service Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Trade Unions</li> </ul>
<ul style="list-style-type: none"> <li>• Relevant Leaders &amp; Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Tertiary Institutions</li> </ul>
<ul style="list-style-type: none"> <li>• Non-clinical Staff – Administration, Finance &amp; Support Services</li> </ul>	<ul style="list-style-type: none"> <li>• NGOs, Private Health Providers &amp; Local Community Groups</li> </ul>
	<ul style="list-style-type: none"> <li>• Rural Hospital Networks</li> </ul>

## COMPETENCIES

### Organisational Competencies

<b>Role Model</b>	Embraces change for the improvement of patient and whanau care. Be single minded and determined.
<b>Customer Focus</b>	Is patient, community and whanau centred. Dedicated to meeting the expectations of all internal and external customers; gains their trust and respect.
<b>Integrity &amp; Trust</b>	Can establish credibility with nursing and other staff. Is widely trusted and recognises the importance of confidentiality. Admits mistakes and does not misrepresent themselves for personal gain. Is seen as truthful with high levels of integrity.
<b>Organisational Agility</b>	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.
<b>Drive For Results</b>	Is pragmatic and achieves set goals. Drive uptake of change/quality improvement.

### Role Specific Competencies

<b>Leadership &amp; Motivation</b>	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.
<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. Ability to listen.
<b>Quality &amp; Risk Management Focus</b>	Demonstrate an understanding of risk, identifying emerging risks and ensuring risk mitigation action plans are developed and followed through. Demonstrate a sound understanding of the COHSL risk management framework, contributing and leading quality initiatives.
<b>Mobilise System Improvement</b>	Enable a culture of continuous improvements; identify innovations and support their adoption.

## 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>• Must be a registered nurse with current APC</li> <li>• Must have minimum six years post registration experience and strong clinical leadership and management skills</li> <li>• Holds a current portfolio (PDRP) or equivalent appropriate to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of ongoing development such as a post graduate qualification in a relevant field or working towards a Post Graduate Diploma or Masters</li> <li>•</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Possess current knowledge of professional nursing practice issues</li> <li>• Minimum 5 years' experience leading nursing teams</li> <li>• Strong clinical leadership skills</li> <li>• Clinical credibility in nursing practice</li> <li>• Understand legislative requirements under the HPCA Act 2003</li> </ul>	<ul style="list-style-type: none"> <li>• Applying Collective Union agreements</li> <li>• Experience working in a rural health environment and/or rural hospital</li> <li>• Awareness of H&amp;S legislative requirements and experience in the implementation of these</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of the primary/community and secondary interface and concept of integrated care.</li> <li>• Excellent active listening skills.</li> <li>• Ability to influence others and move others towards a common goal.</li> <li>• Flexible and adaptable; able to work in ambiguous situations.</li> <li>• Able to work effectively with all clinical disciplines.</li> <li>• Highly developed time management skills, including the ability to manage conflicting and concurrent activities and meet tight timeframes.</li> <li>• Advanced written and oral communication skills and demonstrated ability to convey information and ideas clearly and accurately.</li> <li>• Ability to manage a team of specialised individuals with excellent analytical and critical thinking skills.</li> <li>• Strong data analysis and analytical skills.</li> <li>• Competent computer skills.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment, personal accountability, integrity, and sensitivity.</li> <li>• Excellent people skills, including ability to work effectively with all clinical and non-clinical staff.</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>• Is methodical with great attention to detail.</li> <li>• Able to see all tasks and projects through – is a “completer finisher.”</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>	

## KEY RESULT AREAS

### Key Accountabilities

### Examples of Successful Delivery

#### Professional Nursing Leadership & Development

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| <ul style="list-style-type: none"> <li>• Be an effective role model for nursing staff.</li> <li>• Foster performance and practice that puts the patient / customer at the centre of your service and recognises the health continuum across the community and hospital services.</li> <li>• Foster a culture that encourages innovation and strives for excellence in service provision within allocated resources.</li> <li>• Champion the clinical management direction of COHSL alongside clinical leaders and managers.</li> <li>• Oversee the selection and recruitment of senior nurse leaders and the appropriate responsibilities and performance standards.</li> <li>• Identify, coach and develop high performing people.</li> <li>• Model desired organisational culture and values through own behaviour.</li> <li>• Demonstrate leadership characteristics such as honesty, courage, resilience and self-awareness.</li> <li>• Ensure adherence to the delegations of authority.</li> </ul> | <ul style="list-style-type: none"> <li>• Measure and monitor through KPIs where available.</li> <li>• Positive feedback from all stakeholders and customers.</li> <li>• Staff understand COHSL's vision, strategic direction and planning.</li> <li>• Demonstrated staff engagement.</li> <li>• Annual performance reviews and goals are completed for staff with appropriate input from Charge Nurses and delegated others</li> <li>• Credentialing activities are completed for staff.</li> <li>• Evidence of continuing professional development of nursing workforce.</li> <li>• Senior nursing staff leadership capabilities are developed.</li> <li>• Evidence of appropriate clinical involvement in service planning.</li> </ul> |
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#### Clinical Leadership

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| <ul style="list-style-type: none"> <li>• Ensure all nursing services develop and maintain models of care that reflect contemporary practice and direction of the Primary &amp; Community Strategy.</li> <li>• Ensure high standards of professionalism are in place and adhered to for the workforce.</li> <li>• Ensure accountability and delivery of safe resource allocation and decision-making during budget setting and day to day resource management.</li> <li>• Ensure appropriate organisational representation and participation at appropriate forums.</li> <li>• Facilitate expert clinical/practice advice from the appropriate senior staff /or external health professional experts to assist in coordinating complex and difficult situations.</li> <li>• Facilitate nursing input to organisational projects.</li> <li>• Promote and engage in the active collaboration with teaching institutions for the purpose of joint benefit to foster the rural training for nursing professionals at both undergraduate and post graduate level.</li> <li>• Foster active interchange between clinical groups and management and promote interprofessional practice.</li> <li>• Foster an environment where the people within our organisation work actively together to promote an optimum patient experience.</li> </ul> | <ul style="list-style-type: none"> <li>• Implementation of procedures for handling major professional issues.</li> <li>• Forums established whereby senior nurse leaders and staff actively input into decision making.</li> <li>• Positive Clinician Management partnerships are established.</li> <li>• Clear understanding of and engagement with the direction for hospital and community care by all nursing staff.</li> <li>• Seek appropriate advice from internal and external networks.</li> <li>• Constructive and effective relationships established with Governance, Funder, Māori and Community.</li> <li>• Effective networks established with relevant tertiary institutions.</li> <li>• Evidence of engagement of the nursing workforce with interprofessional practice.</li> </ul> |
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<b>Quality &amp; Compliance Management</b>	
<ul style="list-style-type: none"> <li>• Contribute to quality assurance and improvement programs to support continuous improvement behaviour throughout COHSL.</li> <li>• Make recommendations for enhancements to organisational systems and processes to support the delivery of quality practice.</li> <li>• Foster a strong quality improvement culture to ensure widespread awareness, understanding and commitment at all levels.</li> <li>• Contribute to COHSL's audit schedule.</li> <li>• Identify and manage any organisational risks and take action to manage risk and prevent harm..</li> <li>• Working with Clinical Partners to champion Clinical Governance in particular Patient Safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice.</li> <li>• Actively contributes to the implementation and ongoing maintenance of continuous quality improvement with the clinical teams.</li> </ul>
<b>Health, Safety &amp; Wellbeing</b>	
<ul style="list-style-type: none"> <li>• Be a key contributor to COHSL's health &amp; safety program.</li> <li>• Takes practicable steps to ensure personal safety and the safety of others while at work, in accordance with the COHSL's Health, Safety and Wellbeing policies, procedures and systems.</li> <li>• Recognises individual responsibility for workplace Health &amp; Safety under the Health and Safety at Work Act 2015.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under COHSL's Health &amp; Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Work towards creating an atmosphere where staff support each other, and workplace violence and bullying is not tolerated.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Other Duties</b>	
<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>• Accept rostered responsibilities as on call manager.</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> </ul>
<b>Professional Development – Self</b>	
<ul style="list-style-type: none"> <li>• Identify areas for personal and professional development.</li> <li>• Actively seeks feedback and accepts constructive criticism.</li> </ul>	<ul style="list-style-type: none"> <li>• Training and development goals are identified and agreed with your manager.</li> <li>• Performance objectives are reviewed with your manager.</li> </ul>
<b>Cultural Safety</b>	
<ul style="list-style-type: none"> <li>• Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your day-to-day interactions with others.</li> <li>• Honouring cultural diversity.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect, sensitivity, cultural awareness is evident in interpersonal relationships.</li> <li>• Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.</li> </ul>

## 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