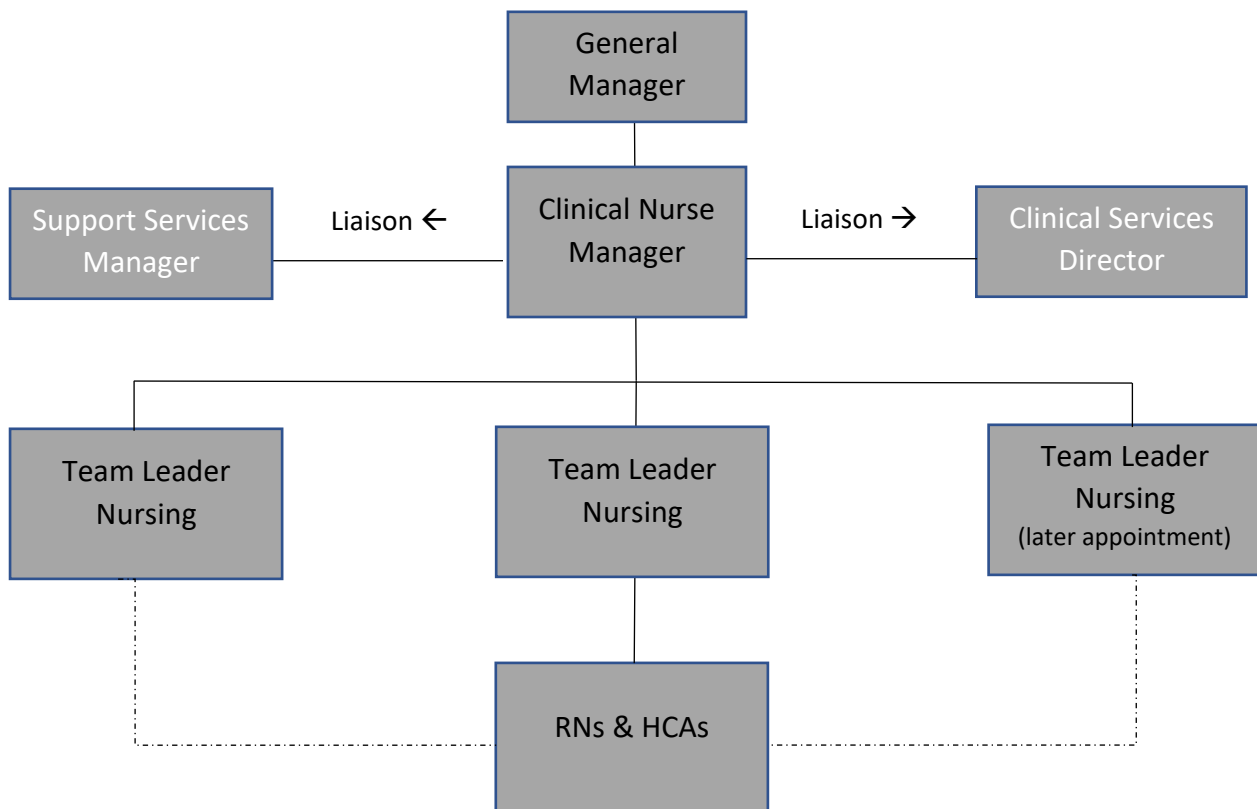


Role Title Clinical Nurse Manager
Reporting Line General Manager
Liaises With Clinical Director, Support Services Manager
Delegation Hiring & disciplinary in consultation with the General Manager
Direct Reports Team Leaders – Nursing
 RNs, HCAs in collaboration with Team Leaders - Nursing
Budget Manage unit finances within approved budget
Working Arrangements This is a salaried position of 1.00 FTE, with a 100% focus on management across Monday to Friday during usual business hours (7.00am to 5.00pm)
Date Created September 2020 **Date last updated:** September 2020

ORGANISATIONAL STRUCTURE



ORGANISATIONAL VALUES



Functional Relationships with: General Manager
 Support Services Manager
 Clinical Director
 Team Leaders - Nursing
 Doctors, Nursing Staff & Medical Assistants
 Reception and Administrative staff
 General public

The purpose of this position is: To provide leadership, management and clinical expertise, which ensures a safe, evidenced based practice environment that Anglesea Clinic services.

The Nurse Manager directly coordinates the nursing team (RNs and HCA) including rostering, training & development, department budgeting and HR related matters for the department in consultation with the appropriate delegated authorities.

This role sits within the Senior Leadership Team and contributes to the strategic planning and implementation.

KEY RESPONSIBILITIES

Key Result Areas	Key Responsibility(s)	Control Information
Strategic Contribution	Contribute to strategic initiatives as required <ul style="list-style-type: none"> ▪ Quarterly, annual planning ▪ Quality improvement ▪ The patient journey Collaborate with the Clinical Director on capability projects – initial projects include: <ul style="list-style-type: none"> ▪ The patient journey ▪ Feasibility of implementing a PRDP framework ▪ Exploration of clinical pathways in respect of progressing from RN to Advanced Nursing 	Active involvement in planning processes Patient journey is improved in accordance with project goals PDRP and clinical pathway frameworks are developed for consideration by the Senior Leadership team GM delegated tasks attended to
Budgetary	Develop, maintain and monitor departmental budget in consultation with the General Manager / Support Services to meet budget targets Ensures effective coordination and use of all resources in line with approved budgets and meets reporting requirements	Budget is met within an agreed % variation Agreed reporting requirements are met

Key Result Areas	Key Responsibility(s)	Control Information
Human Resources (HR)	<p>Recruit, support and retain skilled staff appropriate to the role they appointed to</p> <p>Develop and implement a protocol for managing alternative leave accrued through public holiday rosters</p> <p>Monitor and manage staff leave, ensuring staff have sufficient opportunity to take leave as required and sick leave is not overused</p> <p>Manage performance and disciplinary matters to first level warnings and in consultation with the General Manager for more serious matters</p>	<p>Agreed % retention rate for nursing staff (RNs and HCAs)</p> <p>Alternative leave balances are minimal</p> <p>Leave management plans are put in place for staff with excessive leave balances</p> <p>Skill certifications for the team are current</p> <p>Best practice HR is followed</p> <p>Agreed reporting requirements are met</p>
Clinical Leadership	<p>Coordinate and monitor the provision of safe, effective nursing practice which meets the needs of patients and their families</p> <p>Foster an environment which supports self-accountability and responsibility for effective clinical decision making and patient outcomes in accordance with Anglesea Clinic protocols</p>	<p>No justified complaints from clinical staff, patients and their families</p> <p>Formal and informal feedback identifies clinical leadership is being role-modelled</p>
Team Leadership	<p>Communicates effectively and models an effective solution focused approach to resolving conflict resolution within a multidisciplinary team</p>	<p>No justified complaints from team members</p> <p>Formal and informal feedback identifies leadership is being role-modelled</p>
Service Delivery	<p>Maintain an appropriate roster and skill mix to enable the delivery of safe care</p> <p>Monitor and review patient needs, staff skill mix and workload trends using available data systems to align with staffing and expected workloads (clinical trending)</p> <p>Develop protocols and procedures to improve clinical service delivery</p>	<p>Rosters are implemented ahead of time, in Connect Suite and updated with staff changes (e.g. leave, etc.)</p> <p>The clinic is staffed at all times with the appropriate numbers</p> <p>Agreed reporting requirements are met</p>

Key Result Areas	Key Responsibility(s)	Control Information
Team Development	<p>Implement and maintain training programmes for the team in respect of clinical knowledge and competence in consultation with the Team Leaders - Nursing</p> <p>Undertake annual performance reviews in consultation with the Team Leaders – Nursing (for RNs and HCAs) and the Clinical Director (for ANT team);</p> <ul style="list-style-type: none"> ▪ Provide constructive feedback ▪ Establish appropriate development goals with individual team members ▪ Identify professional development needs <p>Ensure all nursing team staff;</p> <ul style="list-style-type: none"> ▪ Complete their orientation, ▪ Clinical competencies are maintained relevant to certifications <p>Maintain own clinical knowledge, competence and demonstrate leadership through own professional development</p>	<p>Evidence of ongoing development across the team</p> <p>Regular performance reviews completed for all staff</p> <p>Clinical capability across the nursing team is increased</p> <p>Agreed reporting requirements are met</p> <p>Evidence of ongoing professional development for self</p>
Clinical Health & Safety	<p>Promote and ensure safe clinical practice standards are maintained</p> <p>Promote and ensure infection standards are maintained</p> <p>Promote and ensure clinical pandemic management standards are maintained</p> <p>Actively manage clinical risk and incidents and contribute to quality and risk planning and monitoring</p>	<p>Incidents are reported and investigated</p> <p>Clinical protocols are developed and reviewed</p> <p>Agreed reporting requirements are met</p>
Health & Safety	<p>Ensure all staff are trained in and understand their individual responsibility for Health and Safety practices and comply with all policy and procedures</p> <p>Work with all staff to establish and implement safe methods and safe practices at all times.</p> <p>Ensure all health and safety reporting and documentation is completed in a timely and accurate manner</p>	<p>Incidents and near misses are reported and documented</p> <p>Safe working improvement initiatives are implemented</p> <p>Agreed reporting requirements are met</p>

Key Result Areas	Key Responsibility(s)	Control Information
Continuous Improvement	<p>Lead and encourage continuous quality improvement activities Identifies and supports relevant research initiatives</p> <p>Develop and maintain department standards with reference relevant audit criteria</p> <p>Maintain quality standards to meet certification requirements</p>	<p>Evidence of quality improvements being implemented and evaluated</p> <p>Evidence of audits identified and completed</p> <p>Quality improvements to meet certification standards actioned</p> <p>Agreed reporting requirements are met</p>
Treaty of Waitangi	<p>Ensure the professional and political integrity of Anglesea by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive</p> <p>Incorporates Treaty of Waitangi principles into care delivery to contribute to the improvement of Māori health status</p> <p>Manages ethical dilemmas in a supportive, collaborative manner</p>	<p>No justified complaints received</p> <p>Formal and informal feedback identifies standards are being role-modelled</p>
External relationships	Develop and maintain relationships with key 3 rd parties (e.g. DHB, ACC, suppliers, crucial networks, etc.)	No justified complaints received

PROFESSIONAL RESPONSIBILITIES

- Align with Anglesea Clinics 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 their line manager, if there are quality or patient / service safety issues in their area

QUALIFICATIONS AND EXPERIENCE

Essential

- Registered Nurse with current practising certificate
- Rostering experience
- Budgeting experience
- HR knowledge at a working level

Desirable

- PDRP – Proficient Level
- Relevant post graduate nursing qualification
- Business qualification – management/human resources or similar
- Significant clinical experience
 - 5+ years prior experience working in a clinical or healthcare setting
 - 5+ years of proven success in leadership roles is required

PERSON SPECIFICATIONS

- Professional demeanour and high level of personal integrity
- Previous staff management experience
- 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