

POSITION DESCRIPTION

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Nurse Director (Workforce)

November 2019

The West Coast District Health Board is committed to the principles of Te Tiriti o Waitangi | Treaty of Waitangi and the objectives of all New Zealand Health and Disability strategies. This commitment prioritises meaningful engagement with Tangata Whenua at strategic and operational service levels and recognises that all staff have a responsibility to help eliminate disparities in health outcomes between Māori and non-Māori.

Position Title:	Nurse Director (Workforce) / 1.0FTE	
Reports daily to:	Director of Nursing	
Direct Reports:	<ul style="list-style-type: none"> Assessor-Workforce Development Administrators/Coordinators (Rural Learning Centre) Librarian Nurse Educators (including Mental Health) Resuscitation Service Leader 	
Key Relationships:	Internal: <ul style="list-style-type: none"> Consumers, family/whānau, and carers All WCDHB staff and service areas Executive Management Team (includes CDHB Executive Director of Nursing or delegate) Clinical Leaders (Allied, Hauora Māori-GM, Medical, Midwifery, & Nursing) Family Violence Training Coordinator Finance (Management Accountant) Learning & Development Mental Health Leadership Team (Clinical Director, Nurse Consultant-Mental Health, Nurse Educator-Mental Health, Nurse Practitioner-Mental Health & Quality Facilitator) Allied Professional Development Facilitator and Midwife Educator Operational Leadership Group Operations Managers People & Capability Planning & Funding Quality Team, including CDHB/WCDHB Solicitor Senior Nurses & Midwives (Associate Clinical Nurse Managers, Clinical Nurse Managers, Clinical Nurse Specialists, Nurse Consultants, Nurse Directors, Nurse Practitioners, & Rural Nurse Specialists) 	External: <ul style="list-style-type: none"> Iwi, hapu, whānau, and other community stakeholders Advanced Choice of Employment (ACE) national recruitment Canterbury District Health Board (Professional Development Unit, Workforce Development Team) College of Nurses Aotearoa NZ Education providers (i.e. local schools, tertiary, etc.) Health Workforce Directorate (within Ministry of Health) Kia Ora Hauora National Coordinators groups (i.e. NETP/NESP, postgraduate training, PDRP) Non-Governmental Organisations (i.e. St John Ambulance) Nursing Council of New Zealand (NCNZ) Nurse Executives of New Zealand Nursing Unions (NZNO, PSA) Private care providers (i.e. aged care, general practice, home care, pharmacies, etc.) South Island Alliance and any relevant specialty groups West Coast PHO
Role Purpose:	<p>The Nurse Director (Workforce) is a recognised member of the West Coast Leadership Team and is responsible for enabling excellence in rural health and disability outcomes in alignment with the WCDHB's vision and values. To achieve this, the Nurse Director (Workforce) works collaboratively with key relationships to lead the coordinated delivery of various rural workforce strategies and programmes (with a focus on nursing) to enable a satisfied workforce capable of evidence-based, rural generalism; facilitating innovative and sustainable service delivery that supports wellness for our communities. Key functions of this role include:</p> <ol style="list-style-type: none"> Operational leadership and management of the Education Cluster. This includes: <ol style="list-style-type: none"> Integrating the functions of the Library, Rural Learning Centre, and Workforce Development Team to become 'one team'; enhancing capacity to flexibly respond to development needs across professions and teams 	

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- b. Ensuring high performance and a sustainable work plan that is compliant with:
 - i. The strategic direction of the national government and WCDHB
 - ii. Contemporary, interprofessional models of clinical education
 - iii. Evidence-based practice and relevant: contracts, frameworks, policies and procedures, service specifications, standards, and legislation
 - c. Developing a sustainable budget for the Education Cluster and adhering to this
2. Strategic clinical and professional nursing leadership to ensure the Education Cluster contributes to the delivery of a high quality, sustainable, integrated rural service. This is achieved by:
 - a. Enabling access to professional development that supports our model of care; facilitating interprofessional learning that helps embed ways of working
 - b. Enabling access to professional development that supports the nurse workforce to: meet continuing competence requirements, attain specific career goals, contribute to succession planning, and advance rural generalism (i.e. working to top-of-scope, achieving extended scope/credentialing, and serving in advanced practice roles)
 - c. Enabling evidence-based, professional nursing practice consistent with legislation, scopes of practice, competencies, and codes of conduct
 - d. Working with key relationships to determine and align priorities, deliver outcomes, and share resources. This includes supporting implementation of a collaborative governance structure to oversee the Cluster.
 - e. Working with the Hauora Māori Team to enable equitable health outcomes through the delivery of programmes that enable culturally competent practice
 - f. Working with the Quality Team to target development opportunities related to achievement of service standards; preventing and learning from adverse events
 - g. Advocating for and promoting recognition of the rural context at various forums
3. Leading implementation, delivery, management, and evaluation of various workforce development strategies/programmes/contracts, including:
 - a. Development of our community-empowered, multi-professional workforce pipeline
 - b. Prioritised growth and support of our Māori workforce and Pacific workforce
 - c. Support for recruitment, retention, and workforce wellness
 - d. Nursing student placements and new graduate nursing recruitment and retention
 - e. Postgraduate nursing education and career pathway advice
 - f. Generating data to assist with decision-making and to demonstrate outcomes associated with various workforce programmes
 - g. Leading and empowering others to contribute to rural research, innovation, and quality improvements that support our vision as leaders in rural health
4. Supporting the work of the Director of Nursing as required, including:
 - a. Contributing to the development of various workforce strategies and plans
 - b. Providing professional nursing advice to teams working across the West Coast
 - c. Assisting with sustainably managing the Director of Nursing budgets
 - d. Leading special projects as required
 - e. Deputising for the Director of Nursing as required

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Complexity:	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none">• Effective, evidence-based change management that supports staff to positively adapt to new ways of working• Effective performance management of staff that focusses on: development of capability, maximising delivery against key performance indicators, and fostering a positive and professional work culture• Skilled, collaborative, evidence-based negotiation to direct appropriate allocation of resource and to influence necessary changes in service direction that will enhance the WCDHB's ability to achieve its vision and various plans (i.e. strategic, annual)• Generating, examining, and reporting relevant data/information/trends to: identify opportunities for improvement, ensure the necessary infrastructure is in place to enable evidence-based decision making, and to advise the Director of Nursing and others regarding issues related to factors that may impact progress• Collaborative implementation of infrastructure that enables sustainable connectedness of nursing teams and access to development programmes across the Coast• Strategic collaboration with key relationships located locally, regionally, and nationally to identify, develop, implement, and evaluate workforce development within an interprofessional framework
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ORGANISATIONAL VISION & VALUES:

Our vision is for an integrated West Coast health system that is clinically sustainable and fiscally viable; a health system that wraps care around a person and helps them to stay well in their community.

All activities of the WCDHB reflect the values of:

Manaakitanga – caring for others
Whakapapa – identity
Integrity
Respect
Accountability
Valuing people
Fairness
Whanaungatanga – family and relationships
Pono - truth

He mihi

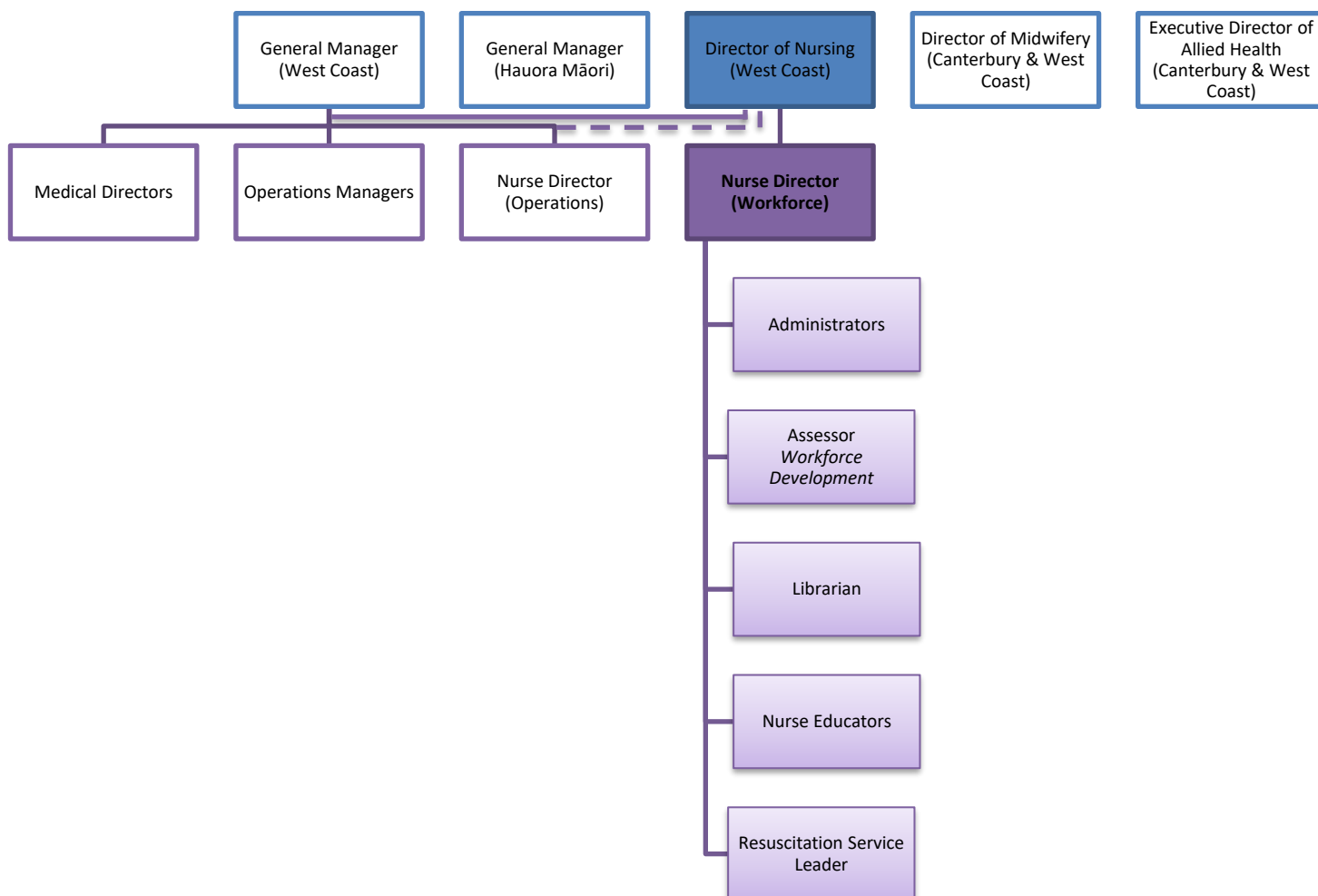
E ngā mana
E ngā reo
E ngā iwi o te motu
Tēnei te mihi ki a koutou katoa

He whakatauki

Ko tau rourou, ko taku rourou, ka ora ai te iwi

With your contribution and my contribution we will be better able to serve the people.

PLACE IN THE ORGANISATION:



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KEY ACCOUNTABILITIES:

The Nurse Director (Workforce) is responsible for:	The Nurse Director (Workforce) will be successful when:
<p>1. Advanced clinical and professional leadership</p> <p>Providing advanced clinical and professional leadership to the Education Cluster and teams located across the Coast.</p> <p>Leading and enabling a quality practice environment that supports the West Coast Health System to provide: safe, effective, ethical, and culturally competent care.</p> <p>Leading and promoting learning and evidence-based knowledge to enable collaborative and effective clinical decision-making.</p> <p>Leading and promoting advanced professional communication and negotiation skills.</p> <p>Supporting the Director of Nursing to lead and govern an environment that promotes client: safety, independence, quality of life and health; as well as achievement of professional nursing standards and ongoing demonstration/evaluation of nursing competencies.</p> <p>Escalating all issues appropriately.</p>	<ul style="list-style-type: none"> • Supports the Director of Nursing to oversee and govern professional, ethical, and legal nursing standards; providing expert, professional nursing: advice, guidance, and support in a variety of forums • Supports the Director of Nursing to enable nursing decisions, practice, and conduct to meet the professional, ethical, and legal standards outlined in relevant legislation, codes of conduct, and organisational policy • Identifies, discusses, manages, and documents ethical issues and supports the Director of Nursing to provide guidance to others regarding this • Leads adherence to all WCDHB/transalpine policies and procedures and leads/coordinates/has expert input into the review and development of relevant policies and procedures • Leads an organisational environment that values and prioritises the input of clients/whānau/community • Leads and promotes an environment that values and prioritises the access, leadership, and needs of tangata whenua/Māori and all Pacific peoples • Leads, role models, and promotes ways of working that are deemed by clients to be culturally safe • Leads, role models, and promotes nursing practice that is deemed by tangata whenua/whānau to be culturally safe and based on the principles of the Treaty of Waitangi • Works in partnership with the Hauora Māori Team to enable equitable health outcomes by supporting the delivery of cultural competence training and increasing the Māori workforce • Leads and promotes a high standard of evidence-based practice; promoting integrated, interprofessional models of care to improve the client journey • Has expert clinical nursing input into a variety of forums; applying advanced skills of analysis, creativity, negotiation, and interpersonal/self-command to help solve complex problems • Supports the Director of Nursing, Quality Team, and others to achieve key nursing performance indicators that serve as measures of quality care • Role models and promotes advanced professional: communication, decision-making, accountability, and autonomy • Leads, role models, and mentors others to represent the organisation and the nursing profession positively; projecting a professional image of nursing • Has expert knowledge regarding Nursing Council of New Zealand competencies and provides advice regarding these as required • Briefs the Director of Nursing and relevant teams regarding emerging issues • Refers all matters and concerns related to professional practice to the Director of Nursing and/or relevant Clinical Lead, including: <ul style="list-style-type: none"> ○ Deficiencies in quality care and professional standards ○ Incidents related to consumers, which may affect wellbeing ○ Matters of noncompliance with the WCDHB's policies and procedures ○ Matters of unresolved staff conflict ○ Security breaches and quality standards failure
<p>2. Advanced operational</p>	<ul style="list-style-type: none"> • Demonstrates advanced management of the Education Cluster to enable:

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<p>management</p> <p>Providing advanced, effective management to the Education Cluster; successfully integrating the team.</p> <p>Leading and collaborating in the successful transition to new ways of working informed by evidence-based practice, service need, and strategic priorities set by the WCDHB and national government.</p> <p>Leading access to development opportunities to ensure a quality service is delivered that aligns with evidence-based practice; supporting others within the care team to respond appropriately to clients with health and disability needs.</p> <p>Leading implementation, delivery, and evaluation of various workforce development strategies/programmes/contracts.</p> <p>Leading and promoting nursing care standards, with a focus on quality documentation and privacy/data security.</p> <p>Preventing, managing, and escalating risk appropriately.</p>	<ul style="list-style-type: none"> ○ Person/whānau led care ○ Excellence in Māori and Pacific health and disability outcomes ○ Excellence in rural health and disability outcomes ○ Workforce wellness and a positive working culture ○ The WCDHB's vision and values <ul style="list-style-type: none"> • Leads the successful integration of the Library, Rural Learning Centre, and Workforce Development Teams; seeking strategic guidance from the Director of Nursing and Education Cluster governance group as required, and implementing the necessary infrastructure to ensure sustainability • Effectively manages the team, ensuring each member is supported to reach their full potential and key performance indicators are achieved • Leads and oversees a sustainable work plan that is compliant with current strategy, service models and clinical practice, and any other governing frameworks (i.e. contracts, service specifications, etc.) • Facilitates large and/or broad-scope strategic discussions; achieving positive outcomes and actions • Works with key relationships to determine and align priorities, deliver outcomes, and share resources • Supports the implementation of a collaborative governance group to oversee the Education Cluster • Collaborates with key stakeholders and the interprofessional team to progress the strategic objectives of the Education Cluster • Is recognised as a leader in rural workforce development, and supports the collaborative development of workforce strategies aimed at proactively managing rural workforce issues • Supports the Director of Nursing to effect decisions related to the nursing workforce, including those related to policy, pipelines, and models of care • Enables access to professional development programmes that support the WCDHB's model of care; facilitating interprofessional learning to embed ways of working • Enables access to professional development that supports the nurse workforce and direct reports to: meet continuing competence requirements, attain specific career goals, contribute to succession planning, and advance rural generalism (i.e. rural generalism/working top-of-scope, building nursing's capability, and advancing nursing practice) • Supports the Director of Nursing to set the annual strategic development priorities for the nurse workforce • Identifies opportunities for advanced/specialist/expanded nursing roles and discusses these with the Director of Nursing and relevant stakeholders. Escalates potential areas of credentialing to the Director of Nursing. • Annually, leads the collaborative development of an education plan that meets identified, prioritised need • Leads and has expert input into collaborative, community-empowered strategies and programmes that encourage a sustainable multi-professional workforce pipeline • Leads and has expert input into retention strategies to minimise staff turnover, including strategies focussed on workforce wellness/job satisfaction/positive working culture. Uses evidence to empower managers to implement local strategies that promote recruitment and retention. • Leads the Education Cluster to flexibly modify direction as appropriate, to
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	<p>take into account shifting priorities related to health strategy</p> <ul style="list-style-type: none"> Identifies barriers related to workforce development (i.e. working to top-of-scope) and works with the governance group to remove these Oversees all programmes administered by the Education Cluster to ensure: high quality delivery, compliance with various contracts/service specifications, and achievement of intended outcomes. This includes ensuring that: centralised processes are in place to enable sustainability, each programme is regularly evaluated against predetermined measures, documented quality improvement plans record response evaluation, and that attendance is recorded in compliance with WCDHB policy and procedure. Works in collaboration with others to prioritise, plan, and oversee the increase of, and ongoing support for, our Māori and Pacific nurse workforce Leads and has expert input into effective succession planning processes Leads/has input into programmes that enable the teams to partner with clients/whānau to improve health literacy and empower wellness Works with the Quality Team to target development related to achievement of service standards; preventing and learning from adverse events Leads all development programmes to be outcomes focussed; enabling analysis of outcomes using an evidence-based framework (i.e. Kirkpatrick) Role models and promotes documentation that is professional, accurate, confidential, and completed in a timely manner, and enables visibility of community involvement in decision-making Ensures all documented information in the Education Cluster is compliant with WCDHB policy and the Health Information Privacy Code (1994) Demonstrates risk assessment and management skills and maintains risk registers as per organisational requirements Leads and advises the teams to collaboratively: prevent, escalate, and manage adverse events/crises/emergencies, including unexpected client responses and situations that may compromise the safety of the client or others Role models and guides others to acknowledge their own limitations and to utilise appropriate resource people when necessary
<p>3. Interpersonal relationships</p> <p>Demonstrating advanced interpersonal skills in a variety of situations.</p>	<ul style="list-style-type: none"> Uses advanced interpersonal skills to establish and negotiate meaningful, strategic relationships with colleagues from all relevant services (internal and external to the WCDHB). Relationships are formed based on mutual goals. Works proactively to maintain these. Role models a variety of advanced communication techniques. Skilfully presents complex information effectively to key stakeholders. Demonstrates advanced negotiation skills; achieving effective outcomes and resolutions Leads and guides the Education Cluster and others to establish, maintain, and conclude professional, interpersonal relationships Promotes professional boundaries and guides application to rural nursing practice; providing advice to colleagues in complex situations Establishes and maintains professional relationships with key stakeholders working within the WCDHB, West Coast, and South Island; ensuring the service is well connected and informed, while sharing a rural perspective Leads a work environment conducive to harmonious work relationships and

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	<p>high morale</p> <ul style="list-style-type: none"> • Role models and supervises professional conflict resolution • Leads a culture of appreciation • Leads, promotes, and supervises a 'zero-tolerance' approach to bullying
<p>4. Interprofessional healthcare and quality improvement</p> <p>Working with the wider WCDHB team to enable the provision of safe, client-centred, integrated care that is effective and sustainable.</p> <p>Overseeing and promoting interprofessional education to enable interprofessional practice.</p>	<ul style="list-style-type: none"> • Role models and promotes principles of interprofessional practice, and respects and values the contributions of others within the care team. Can articulate how interprofessional practice helps to achieve high quality, client-centred care. • Leads and promotes a process of governance that includes participation and perspectives of nurses, while also supporting interprofessional ways of learning and working, including interprofessional governance • Leads collaboration with key stakeholders to plan, facilitate, and coordinate workforce activities • Supports the care teams to achieve interprofessional practice by strategically coordinating interprofessional education and other activities
<p>5. Leading change and service development</p> <p>Working collaboratively with the West Coast Leadership Team and care teams across the Coast to influence achievement of key performance indicators; providing expert input and direction into workforce development.</p> <p>Providing advanced clinical and professional leadership within the service and community; advocating for a person-centred approach, promoting and enabling integration, and serving as a change agent.</p>	<ul style="list-style-type: none"> • Provides nursing leadership and advanced skills to actively contribute to the strategic direction and delivery of rural health and disability services to West Coast communities (i.e. models of care) • Collaborates in the design and improvement of systems and processes within the DHB; ensuring that all interventions are clinically and culturally safe, as well as effective • In partnership with the Māori Health Team, ensures existing and new initiatives within the Education Cluster apply the Health Equity Assessment Tool (HEAT) to enable measureable improvements to Māori health • Uses an innovative approach to problem solving that is inclusive and understanding of other disciplines, team members, and services • Oversees the development of quality improvement plans within the Education Cluster that ensure continuous improvement using feedback and other outcomes measured • Motivates and sponsors individual clinicians and whole teams to identify and implement quality improvement activities that allow for creativity and innovation and the achievement of client/whānau-defined outcomes • Enables integrated models of care that will deliver service objectives in alignment with WCDHB strategic plans. This includes a focus on furthering integration between community, primary, and secondary services. • Manages communication, participation, and connectivity between teams working in the West Coast Health System to maintain a Coast-wide team and consistent care standards across the region • Travels regularly throughout the region to facilitate connectivity and access to clinical and professional support in all three WCDHB localities • Creates and utilises infrastructure that supports service continuity and sustainable integration; ensuring that own documentation and processes supports this • Promotes implementation of processes and resources that deliver data and information to empower colleagues to participate meaningfully in decisions that support client safety and quality, equitable outcomes
<p>6. Research to support service</p>	<ul style="list-style-type: none"> • Advances care delivery through collaboration and research with colleagues

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<p>development</p> <p>Leading and empowering others to contribute to rural research, innovation, and quality improvements that support our vision as leaders in rural health.</p>	<p>working internally and externally</p> <ul style="list-style-type: none"> Leads and conducts relevant safe, culturally competent research to measure outcomes, and to promote service activities occurring on the West Coast elsewhere; positively promoting the WCDHB as leaders in rural health Analyses, interprets, and reports relevant data/information to identify and communicate outcomes associated with various workforce development programmes and to assist with decision-making Utilises appropriate research methods and findings to generate data and improve workforce development activities Promotes and distributes research findings to inform and improve care delivery Disseminates evidence-based information regarding national and international trends in practice and service delivery
<p>7. Human resource management</p> <p>Providing advanced effective management of the Education Cluster.</p> <p>Providing expert input into management processes related to professional nursing.</p> <p>Leading a satisfied, high performing team capable of providing high quality rural workforce development programmes.</p> <p>Working in collaboration with People & Capability to recruit and appoint quality staff; ensuring: WCDHB policies are maintained and adhered to, that processes are culturally safe, and that relevant resources (i.e. position descriptions, interview questions, etc.) are utilised, standardised, and maintained.</p> <p>Working alongside others to help develop their practice by: sharing own knowledge and experiences, precepting, coaching, mentoring, and guiding.</p>	<ul style="list-style-type: none"> Ensures necessary induction documentation and processes (i.e. orientation) are completed within the Education Cluster. Ensures that these processes are person-centred and that each member of the team is supported to complete all induction components. Provides expert advice across the Coast with regards to induction documentation and processes that are specific to nursing (i.e. orientation) Ensures all personnel files (electronic and paper) for the Education Cluster are maintained to include information relevant to each staff member, such as their: work history, training, performance appraisals, grievances, and employment contracts Ensures training plans are in place for individual direct reports and the Education Cluster as a whole, including evidence of: current Annual Practising Certificates, orientation completion, mandatory training, performance appraisals, professional supervision received, postgraduate qualifications, chosen career pathway/progress, succession planning, and any credentialing received Oversees that the Education Cluster enables managers across the West Coast to develop/maintain relevant training plans (as above) Oversees that the Education Cluster supports managers with performance appraisal and performance management processes Empowers, motivates, and encourages others to extend their knowledge and skills; supporting each person to reach their full potential to enable quality care and the retention of a satisfied workforce Works alongside staff to skilfully coach, guide, and mentor in order to support practice development of an individual and/or team; leading an environment and culture that is conducive to life-long learning Utilises contemporary teaching principles and learning models, as outlined by the WCDHB and/or relevant educational body Evaluates individual nursing practice using systematic processes, including: consideration of work environment (culture, systems, and processes), previous performance appraisals, clinical audit, cross-referencing to local policy/procedure, and evidence-based practice. Supports others to utilise this process. Utilises and promotes managing practice concerns using an evidence-based, supportive, strengths-based approach Assists and supports direct reports to develop and maintain competency Actively supports direct reports and others with their career development,

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	<p>including having input into any applications for education/training</p> <ul style="list-style-type: none"> When required, supports various managers to manage human resource issues, including: grievances, disciplinary action, and performance issues to satisfactory resolutions as per WCDHB policy and procedure; seeking assistance from People & Capability as required
<p>8. Resource utilisation and financial performance</p> <p>Leading a sustainable work environment that is fiscally responsible.</p> <p>Working alongside the Director of Nursing, Finance Team, and Education Cluster to optimise financial performance.</p> <p>Supporting the effective management of educational equipment/resources to enable high quality learning.</p>	<ul style="list-style-type: none"> Provides fiscal oversight regarding the allocated resources within the Education Cluster to optimise the provision of high quality, cost-effective, rural workforce development Advises the Director of Nursing and provides direction on best use of resources to meet the Education Cluster's strategic direction and other commitments contained in the WCDHB's Annual Plan Leads budget and forecasting activities within the Education Cluster, specifically around resourcing and expenditure. Works alongside the Director of Nursing to ensure accurate budgeting of resource within the Education Cluster. Advises the Director of Nursing and proactively provides direction on best use of the Nursing and Midwifery Education budgets. Accepts financial delegations for the management of the Nursing and Midwifery Education budgets as required. Facilitates collaborative input into direction regarding capital expenditure, as well as new investments (i.e. e-books/databasejournals, technologies) Ensures effective and sustainable staffing within the Education Cluster; ensuring adherence to relevant MECAs and budgets Appropriately manages staff leave within the Education Cluster Ensures training equipment is maintained in a serviceable and cost-efficient manner, and that planning is undertaken for replacement as necessary Supports the efficient use and ordering of centralised supplies to ensure adequate stocks are maintained Authorises the accuracy of staff leave, reimbursements, etc. online via the Max people management system
<p>9. Change management</p> <p>Leading change management processes using the principles of evidence-based change management and the stages of change acceptance to support and coach the teams to positively adapt to an evolving environment.</p>	<ul style="list-style-type: none"> Leads, manages, and promotes change positively to enable successful change processes that are people-centred and result in demonstrable service improvements Supports all teams to transition to new ways of working informed by service need and evidence-based practice Utilises evidence-based change management principles to lead, guide, and support staff to make key changes required to implement integrated models of care Supports the Director of Nursing and Operational Leadership Group with all aspects of change management
<p>10. Own competence and professional development</p> <p>Maintaining competence according to the Nursing Council of New Zealand's competencies for Registered Nurses.</p> <p>Demonstrating a personal commitment to maintaining</p>	<ul style="list-style-type: none"> Maintains organisational requirements around mandatory training and other professional development requirements relevant to role Undertakes professional development as approved/requested manager Participates in own annual competence/performance review, with feedback utilised proactively as an opportunity for professional growth Maintains ongoing education at least to the level required to maintain own Annual Practising Certificate

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<p>requirements of continuing competence, including professional development hours.</p>	<ul style="list-style-type: none"> • Notifies line manager of any changes to scope/conditions of practise • Participates in regular professional supervision to facilitate reflection and growth • Holds and promotes relevant professional portfolios (i.e. PDRP and Takarangi Cultural Competency)
<p>11. Honouring diversity and challenging inequity</p> <p>Demonstrating a personal commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau.</p> <p>Ensuring a culturally competent workforce is developed and that the work environment values diversity and embeds inclusion and belonging as core to its operating model.</p>	<ul style="list-style-type: none"> • Role models culturally safe practice that reflects principles found in the Treaty of Waitangi, Tikanga Best Practice Guidelines, and Takarangi Cultural Competency Framework • Recognises Māori as tangata whenua and works in collaboration with the WCDHB Māori Health Team and local iwi to develop strategies aimed at achieving equity for Māori within the service • Consistently demonstrates awareness and sensitivity of cultural differences when working with consumers and their families/whānau, and when working with clinical and non-clinical colleagues across the WCDHB • Consistently respects the spiritual beliefs, sexual orientation, and cultural practises of others, including colleagues • Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues
<p>12. Health and Safety</p> <p>Leading and maintaining a high quality, safe, and secure work environment by following relevant WCDHB policies, protocols, and standards.</p> <p>Actively managing risk.</p>	<p>All WCDHB staff are required to meet all Health & Safety requirements as described in the Health and Safety at Work Act (2015), and to observe all relevant WCDHB policies and procedures. This includes:</p> <ul style="list-style-type: none"> • Personal commitment to zero harm • Reporting for duty in a fit state, free from the influence of alcohol/drugs • Ensuring personal health, safety, and wellbeing - and that of others • Reporting, managing, and investigating actual or potential hazards via the Safety1st incident reporting system • Assisting with responding to, and resolving, client concerns or complaints in a way that is professional and sensitive • Using all protective equipment provided, as appropriate • Cooperating with the monitoring of workplace hazards, including attending all relevant safety training and complying with all safety instructions • Ensuring that all accidents or incidents are promptly reported to line manager • Reporting any pain or discomfort to line manager as soon as it develops • Seeking advice from line manager if unsure of any work practices • Contributing to initiatives aimed at improving health, safety, and wellbeing • Complying with all organisational health and safety policies including those related to: handling of instruments, storage of medicines, disposal of sharps, and any other potentially dangerous equipment or substances
<p>13. Quality</p> <p>Leading and managing a quality service and taking an active role in quality activities, identifying areas of improvement.</p> <p>Actively managing threats to a quality service.</p>	<p>Every WCDHB staff member is responsible for ensuring a quality service is provided. This includes:</p> <ul style="list-style-type: none"> • Actively leading and actioning quality improvement activities in collaboration with line manager and other key stakeholders • Working collaboratively to achieve 100% compliance with relevant service audit schedule(s), including accreditation and other legislated compliance programmes • Setting quality standards in conjunction with the Director of Nursing • Developing, informing, coordinating, and monitoring outcomes from relevant audits in collaboration with key stakeholders to evaluate

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	<p>clinical standards and client outcomes in accordance with national and organisational standards. This includes actively contributing to any initiatives aimed at addressing corrective actions.</p> <ul style="list-style-type: none"> Supporting timely investigation and management of complaints Developing and/or reviewing relevant policies and procedures as required Supporting colleagues and members of the interprofessional team to develop and implement ideas for practice innovations Working alongside the WCDHB Quality Team and the Clinical Quality Improvement Team (CQIT) to implement initiatives aimed at improving the client journey and care standards
14. Special projects and other duties	<ul style="list-style-type: none"> Leads special projects as directed by the Director of Nursing Is a member of groups and/or committees as directed by line manager Provides representation on behalf of the WCDHB at various relevant forums Receives delegations from the Director of Nursing as required Deputises for the Director of Nursing as required
15. Reporting line, base, hours of work, and work resources Maintains appropriate practice hours to maintain clinical competence.	<ul style="list-style-type: none"> Reports daily to the Director of Nursing and is based in Greymouth, but travels regularly throughout the West Coast region and New Zealand Negotiates all hours of work with the Director of Nursing Maintains appropriate practise hours to maintain continuing competence requirements and an Annual Practising Certificate Notifies line manager of any changes to scope/conditions of practise Meets weekly with line manager to review progress against key deliverables Ensures that all monthly reporting is timely and accurate Maintains a WCDHB mobile phone and laptop; ensuring replacement as required, and returns these resources if exits role

PERSON SPECIFICATION:

Qualifications & Experience :	
Essential <ul style="list-style-type: none"> New Zealand Registered Nurse with a current Annual Practising Certificate without conditions on scope/practice Minimum 10 years of post-registration experience Minimum 3 years of experience in senior management Relevant postgraduate qualification at Masters or PhD level (or working toward same) Completion of, or personal commitment to undertake, cultural competency training Demonstrated excellence in leadership, management, and/or coaching/mentorship Demonstrated business and financial acumen with understanding of managing budgets and contracts Knowledge and understanding of New Zealand healthcare systems (both public and private), including service accreditation, credentialing, and quality standards frameworks Full 'clean' NZ driver's license Computer literacy (i.e. Microsoft suite) 	Desirable <ul style="list-style-type: none"> Postgraduate leadership and/or management qualification Working knowledge of recent WCDHB restructure and decision document (can be provided to applicants upon request) Current portfolio as part of the Professional Development and Recognition Programme (PDRP) Experience in conducting research
Professional skills/attributes: <ul style="list-style-type: none"> Clinically credible, respected, and person-centred Demonstrates high standards in terms of personal 	Knowledge of (but not limited to): <ul style="list-style-type: none"> Employment Law Health Practitioners Competence Assurance Act

POSITION DESCRIPTION



This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

<p>competence and professional practice</p> <ul style="list-style-type: none"> • Demonstrates cultural competence and evidence of application of the principles of the Treaty of Waitangi to provision of equitable health services • High emotional intelligence • Extremely well-developed interpersonal and interprofessional skills • Has an ability to consistently form therapeutic relationships with consumers and their families/whānau • Demonstrated passion and commitment to professional development of self and others • Ability to work autonomously, use own initiative, and accept responsibility for own actions • Flexible, adaptable, embraces change • Self-motivated • Proven ability to lead and supervise a team through change and in the achievement of goals/outcomes and conflict resolution • Able to work under pressure and prioritise competing demands 	<p>(2003)</p> <ul style="list-style-type: none"> • Treaty of Waitangi and its application to health • He Ara Oranga and the government's response to the NZ Mental Health Inquiry • He Korowai Oranga/Māori Health Strategy (2002) • New Zealand Health Strategy (2016) • Misuse of Drugs Act (1977) and Regulations • Nursing Council New Zealand Code of Conduct (2012) • Health and Disability Act • Health and Disability Commissioner (Code of Health and Disability Services Consumer's Rights) Regulations (1996) • Privacy Act (1993) and Health Information Privacy Code (1994) • Health and Safety in Employment Act (2015)
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The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

Signed on behalf of West Coast District Health Board

Name _____

Position _____

Date _____

West Coast District Health Board

I accept the terms and conditions as outlined in this Position Description

Name _____

Nurse Director (Workforce)

Date: _____

West Coast District Health Board