

Position Description

Employment Agreement:	Individual Employment Agreement/DHBs/NZNO Nursing and Midwifery Multi Employer Collective Agreement
Position Title:	Mental Health, Addiction and Intellectual Disability: Clinical Nurse Specialist: Advancing Clinical Practice
Service & Directorate:	Mental Health Addictions and Intellectual Disability Directorate
Location:	Helensburgh House Wakari, Dunedin
Reports to:	Service Manager, Adult or Combined Mental Health Services Nursing Director - Mental Health, Addiction and Intellectual Disability
Number of direct reports:	Nil
Date:	September 2022

Our Vision

Better Health, Better Lives, Whānau Ora

Our mission

We work in partnership with people and communities to achieve their optimum health and wellbeing

We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our Statutory Purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and changes to the provision of services.

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility.

Purpose of role

The purpose of the role is to initiate and facilitate Mental Health Service Educational requirements for all staff and to provide Educational support for other healthcare providers.

The Educator will champion the integration of research and evidence based practice.

1. The main objectives of the **Clinical Nurse Specialist: Advancing Clinical Practice** are to:
 - Develop a programme of education and training that reflects the national, regional and local needs of specialist MHAID services
 - Develop a strategic E & T plan which is inclusive of a calendar of E T& training activities.
 - Deliver the programme in partnership with consumers, families and clinical teams
 - Ensure effective practice development opportunities that integrate theory and clinical practice and reflect professional standards of mental health and addiction systems.
 - Link professional knowledge and education to the specifics of clinical practice.
 - Liaise with clinical staff, MHAID clinical leaders and advisory roles to ensure the relevance and currency of the programme.
 - Coordinate clinical teaching days and teaching content.
 - Provide any documentation as required for auditing purposes.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational competencies

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity and Trust	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; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

Role-specific competencies

Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and range of expressions of sexuality; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
Motivating Others	Creates a climate in which people are motivated and want to do their best; can motivate many team or project members; empowers others to achieve desired results; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working with.
Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
Interpersonal Savvy	Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
Informing	Provides the information people need to know to do their job and to feel good about being a member of the team, unit, and/or the organisation; provides individuals with information in a timely manner to make accurate decisions.

Key relationships

Within Te Whatu Ora - Health New Zealand - Southern	External to Te Whatu Ora - Health New Zealand - Southern
<ul style="list-style-type: none"> Clinical staff (District wide) 	<ul style="list-style-type: none"> Tertiary Education providers
<ul style="list-style-type: none"> Charge Nurse Managers 	<ul style="list-style-type: none"> External Organisations accessing E & T programme e.g. Ashburn Clinic, other local NGOs
<ul style="list-style-type: none"> Clinical Nurse Specialists 	<ul style="list-style-type: none"> Professional Colleges and Registration bodies
<ul style="list-style-type: none"> Nursing Director 	<ul style="list-style-type: none"> Workforce centres
<ul style="list-style-type: none"> PDU's 	<ul style="list-style-type: none"> E & T specialists – nationally
	<ul style="list-style-type: none"> Regional Specialist Services e.g. Eating Disorder Service, Mother and Baby Service

Person specification

The expertise required for a person to be fully competent in the role. Position-specific competencies:

	Essential	Desirable
Education and qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> It is necessary that the applicant has completed a Masters level qualification in a Mental Health specialty area or is working toward. Must have a minimum of a PG diploma. Has achieved or is working toward Level 4 of PDRP within 1 year of commencing the position 	
Experience	<ul style="list-style-type: none"> It is essential that the applicant be a registered nurse with strong clinical leadership skills Must be a Registered Nurse with current APC with intermediate/advanced computer skills in Microsoft Word, Excel, and Powerpoint. Knowledge of, qualification in, and proven performance in adult teaching and learning principles. Be an excellent communicator, with a positive and problem-solving attitude and strong leadership skills. Recognised mentoring and coaching skills. It is essential that the applicant has a sensitivity and awareness of cultural and sexuality difference and is focused on service user recovery principles. Has achieved or is working toward Level 4 of PDRP within 1 year of commencing the position Excellent group facilitation skills and history of a collaborative team approach Has advanced communication techniques such as conflict resolution, diffusion and mediation skills Innovative and flexible with positive and problem-solving approaches in all situations Has proven clinical credibility in specialty area 	

	<ul style="list-style-type: none"> • Is a critical consumer of research and embraces evidence based practice when carrying out any task/function • Committed to Recovery Principles in clinical practice 	
Knowledge and skills	<ul style="list-style-type: none"> • Speak and write clearly, conveying essential information without unnecessary complexity. • Establish and maintains sound working relationships. • Demonstrate commitment to an open and inclusive working culture emphasising collaboration and teamwork between and among all professional and consumer groups and across all services • Demonstrate sensitivity and leads with a fair and consistent approach in all things • Role-model conflict resolution, diffusion and mediation skills 	
Personal qualities	<ul style="list-style-type: none"> • Develop logical and complete plans to resolve issues. • Demonstrate clear purpose and understanding of issues. • Manage own time adopting a disciplined approach to establishing and following priorities of work. • Demonstrate general analytical and functional ability, with the capacity to formulate suitable strategies, solve problems and make correct decisions • Demonstrate personal resourcefulness and decisiveness • Be committed to achieving results through hard work and attention to detail • Exhibit self confidence • Exhibit a desire to succeed by completing challenging assignments and projects on time and to an excellent standard • Be flexible and anticipate rather than respond to change • Demonstrate sound problem resolution skills • Demonstrate behaviour that is consistent with the organisation's values • Demonstrate the ability to think laterally and innovatively about problem-solving • Demonstrate a commitment to professional self-development. 	

Key Result Areas

Key accountabilities	Example of successful delivery of duties and responsibilities
Programme Planning and Delivery	
<ul style="list-style-type: none"> • Initiates and facilitates organisational specific educational requirements for all clinical staff • Initiates and facilitates service specific educational requirements • Facilitates educational opportunities to meet individual staff needs within specialised areas 	<ul style="list-style-type: none"> • Continual review of education and training provided to ensure that the training represents the service requests and needs • Responds to training requests through the Service leadership and Quality group, leadership Forums, Audit Processes and Performance Appraisal processes

<ul style="list-style-type: none"> • Provide Educational support for health care providers and healthcare consumers • Ensure the programme complies with Te Whatu Ora - Health New Zealand - Southern standards and policies. • Maintain currency and knowledge of international and national approaches to mental health care. • Organise online learning resources to be available. • Ensure evaluation of the programme content is sought throughout the year. Both at a teaching session and programme level. 	<ul style="list-style-type: none"> • Works in collaboration to plan, implement and evaluate educational requirements for the organisation • Proactively instigates best practice guidelines, NZ Nursing Council and policies/protocols and standards using change management practice to ensure integration within nursing practice in wards/units/services and organisation. • Actively participates in forums/networks relevant to area of practice and disseminate knowledge/learning back to staff within relevant specialist service • Initiate and participate in specialist workshops/forums that align with organisational education strategy • Encourage a culture of continuous learning, positive critique of the status quo at the ward/unit, service and organisational levels • Educates and supports others in decision making relevant to their scopes of practice • Supervises, mentors and educates other staff using a variety of methods; including role modelling of expert practice within relevant speciality service • Actively encourages nurses in portfolio development and submission for levelling on the PDRP • In conjunction with CNM/UM's maintain training records for staff • Provide regular reports to SQIC/Adult Service manager on educational activities • Update and maintain currency on TE WHATU ORA - HEALTH NEW ZEALAND - SOUTHERN web sites. • Collect and summarise feedback from the programme, send individual feedback to presenters. • Maintain a record of meetings etc in relation to any issues.
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Leadership

<p>Contribution to Organisational Leadership</p> <p>Participate collectively with all Mental Health Service Staff to provide education across the Mental Health Service</p> <ul style="list-style-type: none"> • Participate in focus groups/projects that advance issues and strategies of service/organisational priority 	<ul style="list-style-type: none"> • Maintain professional standards, codes and adherence to policies within the DHB, whilst ensuring alignment of staff conduct within these standards/codes/policies • Ensure clinical practice is provided within accepted professional standards, codes, policies and relevant legislation • Encourage innovation and practice initiatives that enhance clinical care or service provision • 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 • Promote patient/client centred care that incorporates a strong customer service philosophy through effective and positive interactions with patients/clients, families, staff, visitors and other agencies
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	<ul style="list-style-type: none"> • Role model and promote the expectation that education, clinical excellence and evidence based practice is the responsibility of all clinical staff • Develop and maintain areas of professional practice speciality. This may include direct or indirect clinical work where appropriate.
Research & Evidence Based Practice	
<ul style="list-style-type: none"> • Champions the integration of research and evidence based practice 	<ul style="list-style-type: none"> • Is a critical consumer of research and continuously scans the specialist literature to inform own practice. Encourages and promotes staff to do the same • Nursing and related evidence is critiqued, discussed and disseminated within the service team, and where relevant to other services and forums within the organisation
Communication	
<ul style="list-style-type: none"> • Develop communication mechanisms that facilitate effective and timely communication across participating provider arm and non-provider arm services regarding E & T programmes. • Maintain regular communication with SMs, CNMs, and clinical staff • Develop and promote systems for planning and scheduling purposes 	<ul style="list-style-type: none"> • Use of appropriate communication mechanisms (i.e. email, posters, telephone, face-to-face).
Collaboration and other requirements	
<ul style="list-style-type: none"> • Be prepared to accept other challenges as indicated by the Manager or Nursing Director. • Collaborate widely with other providers of E & T • Attend local and national forums to ensure currency of the programme and apply this information in role and programme documentation 	<ul style="list-style-type: none"> • Attendance at forums, meetings and telephone conferences. • Meet with DON/Managers of other DHB or NGO organisations to communicate information about E & T.
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 Te Whatu Ora - Health New Zealand - Southern and other development opportunities • Act as a role model for the Te Whatu Ora - Health New Zealand - Southern organisational values. 	<ul style="list-style-type: none"> • Attendance at mandatory organisational study days. • Attendance at professional forums/meetings. • Attendance at conferences as appropriate. • Maintenance of PDRP nursing portfolio.
Other duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Te Whatu Ora - Health New Zealand - Southern Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with Te Whatu Ora - Health New Zealand - Southern processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.

Professional Development – Self	
<ul style="list-style-type: none"> Identifying areas for personal and professional development. 	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager. Performance objectives reviewed annually with your manager. You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Te Whatu Ora - Health New Zealand - Southern's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> You understand and consistently meet your obligations under Te Whatu Ora - Health New Zealand - Southern's Health and Safety policy/procedures. You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
<p>The principles of Te Tiriti o Waitangi, as articulated by the courts and the Waitangi Tribunal will guide the Te Whatu Ora - Health New Zealand - Southern response to Māori health improvement and equity. These contemporary principles include:</p> <ul style="list-style-type: none"> <i>Tino rangatiratanga</i>: Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services. <i>Equity</i>: Being committed to achieving equitable health outcomes for Māori. <i>Active protection</i>: Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity. <i>Options</i>: Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care. <i>Partnership</i>: Working in partnership with Māori in the governance, design, delivery and monitoring of health and disability services – Māori must be co-designers, with the Crown, of the primary health system for Māori. 	<ul style="list-style-type: none"> You will be able to demonstrate an understanding of Te Tiriti o Waitangi, Māori Indigenous rights and current issues in relation to health and health equity ie: Whakamaau: Māori Health Action Plan 2020-2025. You will contribute to responding to the DHBs Te Tiriti o Waitangi commitment to deliver effective and equitable healthcare with Māori patients and their whānau. You will have the ability to incorporate Māori models of health, patient and whānau-centred models of care, and mātauranga Māori. You will have insights into your own cultural awareness and an understanding of how your social-cultural influences inform biases that impact on your interactions with patients, whānau, and colleagues. Recognising that there is an inherent power imbalance in-patient relationship and ensuring that this is not exacerbated by overlaying your own cultural values and practices on patients.
Quality and performance	
<ul style="list-style-type: none"> Maintain professional and organisational quality standards. Ensure delivered work is planned, delivered, and implemented consistently against quality standards. Continuously identify improvement opportunities to perform job in most effective manner. 	<ul style="list-style-type: none"> Performance is in alignment with HR quality audit standards, organisational requirements, and professional standards Promotes and participates in quality improvement strategies including certification activities Champion strategic initiatives which contribute to excellence in patient care delivery

<ul style="list-style-type: none"> • Investigate opportunities to achieve goals in a more efficient way. • Contributes to the service’s risk minimisation activities and service activities • Fosters a quality improvement culture • Work with staff to continuously develop practice and patient/client and family outcomes 	<ul style="list-style-type: none"> • Ensure there is a good customer/client service, working to improve customer satisfaction • Satisfaction results indicate that staff are encouraged and supported in their work as it relates to the area of practice.
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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. This position description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

Employee

Date

Manager

Date