

# Te Whatu Ora

## Health New Zealand

### POSITION DESCRIPTION

**POSITION:** Clinical Nurse Specialist – Inpatients, Mental Health and Addictions (District Wide)

**RESPONSIBLE TO:** Charge Nurse Manager – Wāhi Oranga

**PROFESSIONAL REPORTING TO:** Director of Nursing and Midwifery via the Associate Director of Nursing for Mental Health & Addictions

#### Te Whatu Ora Health New Zealand (Nelson Marlborough)

**Our vision:** All people live well, get well, stay well. Kaiao te tini, ka ora te mano, ka noho ora te nuinga.

**Our mission:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence

#### **Our Values – Ā Mātou Uara:**

**Respect:** We care about, and will be responsive to, the needs of our diverse people, communities and staff.

**Innovation:** We will provide an environment where people can challenge current processes and generate new ways of working and learning.

**Teamwork:** We create an environment where teams flourish and connect across the organisation for the best possible outcome.

**Integrity:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.

### **PURPOSE OF THE POSITION**

The Clinical Nurse Specialist (CNS) Inpatient Mental Health & Addictions (MH&A) is a key sector wide senior professional nursing role based in Wāhi Oranga with service across all Te Whatu Ora (Nelson Marlborough). The purpose of this Clinical Nurse role is to:

- Support existing nursing leadership within the service in order to ensure service user treatment and care planning is comprehensively delivered and informed by specialist knowledge.
- Lead the advancement of professional knowledge and skills across the Inpatient Mental Health & Addictions service utilising current evidence based practice.
- Provide specialist evidence-based advice, care, support and expertise, both in directing patient care and alongside staff delivering services to patients within Te Whatu Ora (NM).
- Be a role model and mentor for nurses to ensure the effective coordination and delivery of Inpatient Mental Health & Addictions care, both in Wāhi Oranga and across the sector (primary and secondary care).
- Support, mentorship and facilitation for the wider spectrum of care teams in the field of Mental Health & Addictions both in Wāhi Oranga and across the sector (Primary and Secondary).
- Be available for consultation across the whole of the Te Whatu Ora (NM) directorate.

- Work within a team of Mental Health & Addictions Inpatient staff who provide an inpatient care that serves the Nelson Marlborough region. It is our expectation that the role will work closely with this nursing team as well as the entire multi-disciplinary team to ensure that strong and effective connections are made to enhance communication, collaboration and mental health & addictions care coordination.
- Role model a professional nursing approach to all health care providers and service users to ensure successful care delivery.
- Contribute clinical expertise for the development, maintenance and review of quality activities which include policies, procedures and wider initiatives within Mental Health Services.
- As a senior nurse this role has the responsibility for leading and improving the quality of professional nursing practice and promoting high standards of care by supporting an environment where excellence can flourish.
- To provide clinical leadership to ensure that Mental Health service users receive seamless, service user/family/whanau centred care whilst strengthening the integration initiatives already underway.

## **INTEGRATION PROGRAMME**

This role is a pivotal role for mental health and addictions services to support our integration programme. The vision for our programme is:

*Working with people of our community to promote, encourage and enable their health, wellbeing and independence by providing flexible responsive integrated mental health and addictions services*

This role has been designed for an experienced clinician who has excellent skills in relationship development and networking.

The successful candidate will have proven clinical and management expertise, to support our system to be better integrated to improve our ability to be responsive, holistic, person centred and recovery focussed. They must demonstrate an awareness of the wider social determinants of health. They will ensure their contributions support the strengthening our system-wide priorities, as outlined below.

### **MH&A system-wide integration priorities**



Achieve **Equity** and strengthen the **Equally Well** commitment by supporting district-wide access to safe and effective person centred care to reduce inequity and maximise wellbeing.



People and whanau are essential members of the care team "**nothing about us without us**".



We take a **whole of person** approach by ensuring strong intra and inter sectoral relationships to ensure people access the range of support available to achieve recovery and optimal outcomes.



We work as **one team** with person centred plan, assisted by appropriate sharing of information and innovative technology solutions.



We support a diverse workforce that is recovery focussed, fosters independence, and is well connected, to ensure we **build trust**, respect and confidence.



Supporting and monitoring our services to be integrated, flexible and responsive and a **high performing** network of people and agencies.

**Domain One - Professional Responsibility**

*Domain One contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgment and being accountable for one's actions and decision, while promoting an environment that maximizes client's safety, independence, quality of life and health.*

RESPONSIBILITIES	EXPECTED OUTCOMES
<b>1.1 Provides professional nursing direction, leadership and management of Inpatient Mental Health &amp; Addictions practice</b>	<ul style="list-style-type: none"><li>• Practices in accordance with legal, ethical, cultural safety and professional standards</li><li>• All assessments and treatment plans are appropriate and demonstrate advanced knowledge and skills</li><li>• Provides advanced expert nursing knowledge and clinical leadership through involvement and oversight of direct patient care delivery</li><li>• Develops a comprehensive discharge process in conjunction with relevant services and primary care for long term management and monitoring.</li><li>• Initiates appropriate therapy interventions where necessary</li><li>• Promotes the delivery and education of patient self-management after completion of treatment</li><li>• Proactively anticipates the complex needs of Mental Health &amp; Addiction across the spectrum of care using expert nursing knowledge, critical reasoning, and diagnostic enquiry to independently assess, and undertake advanced evidence based clinical interventions and co-ordinate care</li><li>• Guides, supports and acts as a resource both internally and externally on Mental Health &amp; Addiction nursing issues</li><li>• Is an active, collaborative member of the health team, contributes to patient conferences, multidisciplinary meetings and strategic planning of the service.</li></ul>

## Domain Two - Management of Nursing Care

*Domain Two contains competencies that are related to client assessment and the management of client care, which is responsive to clients' needs and is supported by nursing knowledge and evidence-based research.*

### *Domain Two – Education*

*Promotes an environment that contributes to the ongoing demonstration and evaluation of competencies; integrates evidence-based theory and best practice into education activities and participates in professional activities to maintain current knowledge of trends and issues in BLANK / BLANK*

### *Domain Two – Policy*

*Utilises research and nursing data to contribute to policy development, implementation and evaluation*

RESPONSIBILITIES	EXPECTED OUTCOMES
<b>2.1 Provides effective and efficient advice, support and education for nursing and other services as required</b>	<ul style="list-style-type: none"><li>• Acts as an expert resource in Inpatient Mental Health &amp; Addictions at clinical and organisational level</li><li>• Provides advice, support and education to Mental Health &amp; Addictions representatives within hospital and community services</li><li>• Actively contributes to planning and co-ordinating least restrictive practice at local, regional and national level</li><li>• Demonstrates an understanding of adult learning principles and integrates these into delivery of Mental Health &amp; Addictions education</li><li>• Incorporates relevant legislation, evidence-based practice guidelines and Mental Health &amp; Addictions standards into practice</li><li>• Develops and reviews education material for patients, families and health professionals</li><li>• Evaluates effectiveness of education delivered.</li></ul>
<b>2.2 Participates in professional activities to keep abreast of current trends and issues in Mental Health &amp; Addictions nursing</b>	<ul style="list-style-type: none"><li>• Proactively identifies own professional development needs and negotiates appropriate resources</li><li>• Updates best practice knowledge and skills in Mental Health &amp; Addictions practice by making effective use of learning opportunities e.g. attending relevant conferences, local / national seminars and study days</li><li>• Participates in regional and national professional interest activities and networks with peers.</li></ul>
<b>2.3 Contributes to the review of practice and relevant Policies/ Processes</b>	<ul style="list-style-type: none"><li>• Assists with Policy development/ review.</li></ul>

### Domain Three – Interpersonal Relationships

*Domain Three competencies relate to establishing and maintaining effective interpersonal relationships with others including utilizing effective interviewing and counselling skills and establishing rapport and trust; communicating effectively with the multidisciplinary team including using a variety of effective communication techniques, employing appropriate language to context and providing adequate time for discussion*

RESPONSIBILITIES	EXPECTED OUTCOMES
<b>3.1 Demonstrates the leadership, knowledge and skills required for effective communication with nursing and other staff</b>	<ul style="list-style-type: none"><li>• Facilitates open communication with others to support best practice and quality patient healthcare outcomes</li><li>• Effectively communicates with a broad cross-section of the healthcare sector, including patients, medical and nursing staff, non-medical and non-nursing staff, community workers, hospital management etc.</li><li>• Establishes rapport and trust demonstrating welcoming and helpful behaviours to the large variety of stakeholders accessing Mental Health &amp; Addictions inpatient services</li><li>• Works autonomously and as part of a team whilst collaborating across professional boundaries.</li></ul>

### Domain Four – Inter-professional health care and quality improvement

*Domain Four competencies relate to collaborating and participating with colleagues and members of the healthcare team to facilitate and co-ordinate care; recognizing and valuing the roles and skills of all members of the health care team in the delivery of care and participating in quality improvement activities to monitor and improve standards of nursing care*

RESPONSIBILITIES	EXPECTED OUTCOMES
<b>4.1 Role models effective team participation supporting effective communication within nursing and the wider inter-professional clinical team</b>	<ul style="list-style-type: none"><li>• Contributes effectively within the wider professional and nursing teams, sharing knowledge and engendering trust in nursing service delivery</li><li>• Evidence of clinical processes policies/protocols developed</li><li>• Evidence of ongoing professional development appropriate for specialty</li><li>• Required credentialed skills are current across the service</li></ul>
<b>4.2 Develops and maintains collaborative inter-disciplinary relationships</b>	<ul style="list-style-type: none"><li>• Available for consultation as necessary</li><li>• Maintains close communication with Charge Nurse Managers, Heads of Department and Senior Managers through meetings and informal discussions, ensuring that Mental health &amp; Addiction issues are raised and given priority</li><li>• Actively participates and communicates with the health care team on the management and delivery of services to patients</li></ul>
<b>4.3 Recognises and values the roles and skills of all members of the health care team</b>	<ul style="list-style-type: none"><li>• Makes referrals to other members of the health care team as required</li></ul>

<b>4.4 Leads risk management and quality assurance related to Mental Health &amp; Addictions</b>	<ul style="list-style-type: none"> <li>• Advocate for enhanced quality and safety in all patient care activities</li> <li>• Analyses data, identifies and proposes quality improvement initiatives using data-driven decision making and effective change management processes</li> <li>• Provides leadership on national quality improvement initiatives for the service</li> <li>• Participates in the investigation, critical assessment and management of relevant reportable events.</li> </ul>
<b>4.5 Demonstrates a commitment to ongoing professional development and clinical competence within the specialty of Mental Health &amp; Addictions Nursing</b>	<ul style="list-style-type: none"> <li>• Acts as a role model in terms of professional conduct</li> <li>• Participates in educational opportunities relevant to the role and maintains regional and national networks</li> <li>• Critiques research findings and models integration of these as the basis for contemporary Mental health &amp; Addictions nursing practice</li> <li>• Maintains own professional portfolio at expert nurse level</li> <li>• Participates in annual performance review process including review of performance goals and identification of areas for professional development.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Obligations contained in Appendices 1 &amp; 2 are met</li> <li>• Other duties as negotiated with your Manager.</li> </ul>

## PERSON SPECIFICATION

### **QUALIFICATIONS**

#### **Essential**

- Registration with the Nursing Council of New Zealand as a Registered Nurse with Mental health Nursing included within scope of practice
- Current practising certificate
- Current Expert Portfolio on the PDRP (or able to submit PDRP at Expert Level within three months of commencement)
- Post-graduate diploma in nursing minimum working towards Masters in Nursing qualification
- Full New Zealand drivers licence

#### **Desirable**

- Adult or clinical teaching qualification
- Safe Practice Effective Communication Instructor

### **EXPERIENCE/KNOWLEDGE**

- At least 5 years working either within the field of Acute Mental Health.
- Demonstrate advanced nursing skills comparable to senior nurse or expert PDRP level
- Demonstrate skills in nursing leadership
- Experience delivering and evaluating formal teaching sessions
- Experience in leading practice changes with a positive outcome
- Experience in using research
- Intermediate / advanced knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Te Whatu Ora (NM) Information Technology policies
- Mental Health Act 1992
- Health and Disability Code of Consumer Rights 1996
- Health Information Privacy Code 1994
- Health Practitioners Competency Assurance Act 2003
- Human Rights 1993
- Medicines Act 1981 and Medicines Regulation 1984
- Misuse of Drugs Act 1975 and Regulations 1977
- Nursing Council of New Zealand Code of Conduct 2004
- Nursing Council of New Zealand Competencies for Scope of Registered Nurse 2005
- Treaty of Waitangi Act 1975 and its application to the health setting
- Basic knowledge and understanding of medico/legal and ethical responsibilities

### **SPECIFIC SKILLS**

- High level of written and verbal communication skills
- Demonstrated competency in priority setting/time management
- Demonstrated competency in effective problem solving/planning
- Demonstrated capability in conflict management
- Highly skilled change management capability
- Demonstrated multi-disciplinary relationship skills
- Ability to work independently and to be an effective team member
- Demonstrated leadership skills to promote Mental Health & Addictions best practice
- Ability to risk assess at an organisational level and clinical level
- Capability in enabling change to improve patient care

## **PERSONAL ATTRIBUTES**

- Actively pursues self-learning and development
- Positive and friendly approach with ability to establish and maintain ongoing rapport in all situations
- Ability to remain positive in a fast paced complex health environment and to ensure that teams and individuals are supported and coached in all changes proposed or initiated
- Demonstrated commitment to quality and continuous improvement
- Multidisciplinary team focus
- Patient focused
- Empathy and respect for individuals from diverse backgrounds.
- Demonstrated ability to embrace and lead change through educational evidence, support and coaching
- Demonstrated ability to take initiative
- Commitment to ongoing professional development
- A commitment to cultural safety and its application to nursing practise
- A passion for improving nursing and standards of care in the Mental Health & Addictions setting.
- A strong recovery patient focus
- A strong commitment and genuine interest in quality and service
- A capacity to demonstrate strong clinical leadership
- A commitment to the development of the nursing profession within Te Whatu Ora (NM)
- A commitment to cultural safety and its application to nursing practise
- Membership of relevant, professional/other organisations
- A reasonable level of fitness is required to cope with the physical requirements of the position. In addition to usual lifting and manual handling, staff need to be able to deploy instructed restraint techniques if required.



## **APPENDIX 1**

### **General Responsibilities of an Employee of Te Whatu Ora Health New Zealand (Nelson Marlborough)**

#### **1. Professional Responsibilities**

As an employee of Te Whatu Ora you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Te Whatu Ora departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of Te Whatu Ora are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

Te Whatu Ora is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

## **5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Te Whatu Ora’s Disciplinary Policy.

## **6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

## **7. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

## **8. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

## **9. Treaty of Waitangi**

Te Whatu Ora is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

## **10. Smokefree**

Te Whatu Ora is a Smokefree Organisation. This applies to all staff and contractors working within Te Whatu Ora buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Te Whatu Ora staff employed on Board business in the community.

## **APPENDIX 2**

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

<b>Condition</b>	<b>Information to include in Position Description</b>
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Te Whatu Ora
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"><li>• a chronic skin condition</li><li>• been working in an overseas healthcare facility in the last year</li><li>• been MRSA-positive in the last year</li></ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.