

Health New Zealand

Te Whatu Ora

Nelson Marlborough

POSITION DESCRIPTION

POSITION: Clinical Nurse Specialist – Haematology

RESPONSIBLE TO: **Operationally:** Clinical Nurse Specialist - Cancer Nurse Coordinator
Professionally: Director of Nursing and Midwifery

Health New Zealand | Heath NZ (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.

This is a designated Senior Nurse position.

PURPOSE OF POSITION:

The Clinical Nurse Specialist (CNS) Haematology is employed to advance client centred cancer care, interdisciplinary education and professional support across Nelson Marlborough DHB. The CNS leads the advancement of professional knowledge and skills across the cancer nursing service utilising current evidence based practice. The CNS constructively role models and mentors nurses to ensure the effective coordination and delivery of cancer services in the wider nursing team (primary and secondary care). The CNS will be responsible for ensuring expert level nursing assessment, support, mentorship and facilitation for secondary and primary health care teams, to improve overall patient management of complex cancer care in our region.

This role positively affects patient outcomes and influences organisational throughput by providing and supporting cancer care assessment, diagnostic inquiry, planning and interventions for the cancer client population to support a well planned, well organised journey across primary and secondary care services back to the patients' place of domicile in partnership with the Oncology Service/broader cancer services team.

The Clinical Nurse Specialist role will work within a team of specialist oncology nurses who provide a district-wide service. It is our expectation that the role will work closely with this nursing team as well as the Medical Oncology and Haematology teams to ensure that strong and effective connections are made to enhance communication, collaboration and cancer care coordination. The role is also responsible for promoting cohesive and consistent quality cancer care delivery across district which focuses on building capacity through nurse led care initiatives and comprehensive discharge plans to primary care to improve long term management of cancer.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p><u>Clinical Practice KPI's</u></p> <ul style="list-style-type: none"> • All assessments and treatment plans are appropriate and demonstrate advanced knowledge and skills • Evidence of health promotion and client education provided • Treaty partners confirm appropriate consultation and liaison 	<ul style="list-style-type: none"> ▪ Provides advanced expert nursing knowledge and clinical leadership through involvement and oversight of direct patient care delivery. ▪ Work with the Oncology and Haematology Departments to develop a model of care for nurse-led clinics ▪ Assist in building capacity, capability and confidence in the management of cancer in secondary and primary care ▪ Develop a comprehensive discharge process in conjunction with relevant services and primary care for long term management and monitoring ▪ Initiate appropriate therapy interventions where necessary. ▪ Promotes the delivery and education of patient self management after completion of treatment ▪ Proactively anticipates the complex needs of cancer 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. ▪ Receives and makes referrals to other health disciplines in recognition of own speciality area and personal practice limitations. ▪ Guides and supports others in their assessment, clinical decision making, implementation, evaluation and documentation of care in relation to the cancer speciality. ▪ Guides, supports and acts as a resource both internally and externally on cancer nursing issues. ▪ Uses a patient/family centred theoretical framework of nursing as a basis for culturally safe practice.

	<ul style="list-style-type: none"> ▪ Is an active, collaborative member of the health team, contributes to patient conferences, multidisciplinary meetings and strategic planning of the service. ▪ Works effectively in partnership with the broader cancer team to plan and deliver good quality cancer nursing management and nursing care. <ul style="list-style-type: none"> ▪ Identifies skills gaps and educational needs for nursing and mentors and supports nurses working with cancer services across Te Whatu Ora Health New Zealand Nelson Marlborough. ▪ Develops and enhances the concept of care protocols and pathways for cancer nursing management. ▪ Identifies knowledge gaps created by the introduction of new technology or techniques and develop resources to ensure appropriate care is delivered to patients across the district. ▪ As part of the Oncology Nursing team provides oversight for smooth running of oncology nursing through strong internal leadership and effective delegation. ▪ Develops and strengthens ongoing relationships with all other health care team members to effectively coordinate interdisciplinary cancer care across health care settings and optimise outcomes. ▪ Manages legal and ethical dilemmas related to cancer management in a supportive, collaborative manner. ▪ Demonstrates an understanding of barriers and disparities that affect Maori. ▪ Incorporates the Treaty of Waitangi principles into practice to support Maori health gain.
<p>Utilisation of research and evidence-based practice and the development of policy and clinical standards.</p> <p><u>Clinical Practice KPI's</u></p> <ul style="list-style-type: none"> • Evidence of clinical processes policies/protocols developed • Evidence of ongoing professional development appropriate for specialty • Required credentialed skills are current across the service • Number of education sessions provided for clinical staff 	<ul style="list-style-type: none"> ▪ In conjunction with the CNS – Cancer Nurse Coordinator, Oncology Department Service Manager, ADON/Operations Manager, Specialty Clinical Nurses and Charge Nurse Managers, develops the CNS role to meet professional and organisational needs. ▪ Challenges, reviews and develops current policy, procedures and standards by using a scholarly evidence based approach. ▪ Conducts, monitors and facilitates cancer service delivery, to ensure quality health outcomes. ▪ Identifies skills gaps within nursing delivery and plans and facilitates approaches to remedy same. ▪ Engages in research relevant to the speciality as applicable, publishing same in relevant journals. ▪ Influences decisions by generating new and innovative approaches to achieve evidence based cancer care and nursing practice working with the

	<p>Oncology and Haematology departments to achieve same.</p> <ul style="list-style-type: none"> ▪ Demonstrates a commitment to risk management and effective resource utilisation within the cancer service across the district. ▪ Role models the application of evidence based practice principles in own clinical practice. ▪ Acts as a change agent for best practice in cancer nursing and, in liaison with members of the Oncology nursing team and wider cancer services, facilitates the introduction of same across the service. • Actively involved in the development, provision and evaluation of educational programmes for other health professionals. ▪ Represents the cancer nursing perspective at an organisational and national level. • Advises on new legislation/guidelines and developing appropriate changes to policy and protocol within the cancer services.
<p>Professional nursing development and leadership</p> <p><u>Clinical Practice KPI's</u></p> <ul style="list-style-type: none"> • Evidence of support and development for NMDHB PDRP programme, the National Knowledge and Skills Framework for Cancer Nurses and ongoing maintenance of professional portfolio • Evidence of clinical team processes policies/protocols developed • Evidence of ongoing professional development appropriate for specialty • Required credentialed skills current • Number of education sessions provided for clinical staff • National contribution to specialty professional development 	<ul style="list-style-type: none"> ▪ Contributes to the professional development of nursing locally and nationally in relation to cancer nursing. ▪ Shares specialist knowledge in formal and informal educational activities at local/national/international levels with members of the interdisciplinary team. This may include publishing relevant articles, presenting papers at conferences and seminars, case review and debriefing. ▪ Reflects and critiques own practice, that of peers and other nurses within a supportive environment. ▪ Participates in the planning and delivery of the nursing educational plan for the cancer service in conjunction with the CNS - Cancer Nurse Coordinator, the DONM, ADON / Operations and Charge Nurse Managers. ▪ Works within practice partnership with the senior clinical nursing team to support the orientation and skill development of new RNs in cancer care primary and secondary care. ▪ Supports the Te Whatu Ora Health New Zealand Nelson Marlborough Professional Development Recognition Programme (PDRP) by providing appropriate advice and input to individual nurses.
<p>Maintains own professional development</p>	<ul style="list-style-type: none"> ▪ Maintains own clinical competence within Oncology/Haematology nursing. ▪ Develops, maintains and submits own Professional Portfolio maintaining this level at all times.

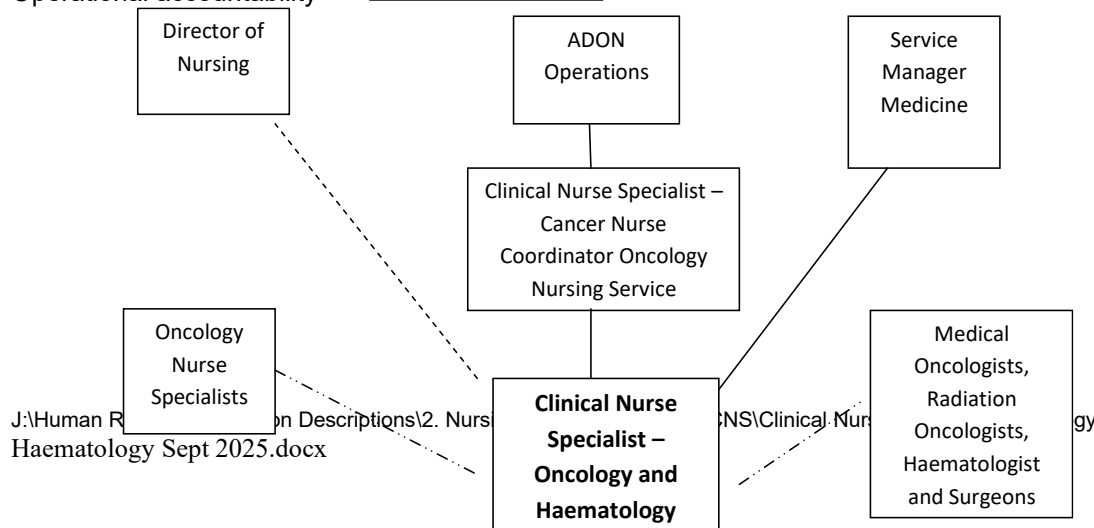
	<ul style="list-style-type: none"> ▪ Networks nationally and internationally to keep up-to-date with trends and developments in Oncology/Haematology. ▪ Attends educational opportunities and conferences, relevant to role and scope of practice. ▪ Participates in annual performance reviews and process of performance goals and identifying areas for professional development.
Undertakes other duties consistent with the above position description as reasonably requested by the Nursing Director and CNS – Cancer Nurse Coordinator, from time to time.	<ul style="list-style-type: none"> ▪ Required duties are completed in a competent and effective manner, consistent with the policies, procedures, aims and objectives of Te Whatu Ora Health New Zealand Nelson Marlborough ▪ Provides reports to the CNS – Cancer Nurse Coordinator, ADON/Operations and Oncology Department Service Manager making recommendations where indicated. ▪ Participate on committees and working parties, as the service needs require.
Quality Improvement	<ul style="list-style-type: none"> • A quality customer focused service is provided at all times, using best practice. • Monitors and Audits Thrombophlebitis and extravasations rates • Root Cause Analysis in relevant oncology incident reviews
Health and Safety	<p>Ensures that the following responsibilities are met:</p> <ul style="list-style-type: none"> • All Health and Safety legislative requirements are met; • Work within a safe environment with early identification and mitigation of any hazards in the workplace; • Compliance with ACC partnership Programme requirements; • Compliance with all organisation wide Health and Safety Policies and procedures.
General	<ul style="list-style-type: none"> • Other duties as negotiated with your Manager. ▪ Meets obligations contained in Appendix 1 & 2.

Reporting lines CNS – Haematology

Working relationships

Professional accountability

Operational accountability



PERSON SPECIFICATION:

QUALIFICATIONS:*Essential*

- Registered with the Nursing Council of New Zealand as a Registered Nurse and holds a current NCNZ practising certificate
- Validated extensive clinical expertise within Oncology/Haematology in a tertiary or secondary care service-minimum of 5years
- Holds a relevant post graduate qualification in nursing; preferably a Masters level degree or working towards with a focus on cancer nursing
- Has a current driver's license with no restrictions

EXPERIENCE:

- Holds a current Proficient or Expert level PDRP portfolio
- Advanced nursing practice skill, knowledge and capability evidenced through participation in service and care planning within multidisciplinary teams of professionals focused on effective cancer care delivery of care
- Demonstrated abilities in leading the development of pathways, protocols and guidelines for cancer care and managing change to implement same.
- Highly developed skills in influencing others and actively working within multidisciplinary teams focused on care delivery
- Working in / with primary care

KNOWLEDGE AND SKILLS:*Demonstrated:*

- Teaching/mentoring and coaching skills within the clinical environment
- Ability to teach broad spectrum of multi-disciplinary team using integrated multimedia
- Ability to support clinical nursing staff at all levels of practice
- Clinical leadership within a cancer service
- Confidence in profession interactions across the cancer care spectrum
- Competency in self-directed time management
- Ability to contribute to the professional development of nursing
- Ability to develop appropriate nursing policies, procedures and standards
- Quality focused
- Involvement with national and local groups in area of specialty
- Understands and complies with NMDHB Information Technology policies
- Intermediate / Advanced knowledge of Microsoft Office applications i.e. Word, Excel, PowerPoint and Outlook and a sound working knowledge of internet based communications
- Keeps up to date with available information technology relevant to position
- Understands and complies with Te Whatu Ora Health New Zealand Nelson Marlborough Information Technology policies

PERSONAL ATTRIBUTES:

- Demonstrated ability to work autonomously as well as part of a team
- Ability to 'work smarter' by being innovative and proactive and achieving complex problem resolution
- Accepts responsibility and accountability for own actions
- Ability to provide inspirational and motivational leadership
- Ability to encourage and foster professional nursing and quality across all care settings
- Willingness to travel across a large geographical area as is required for this position which has a district wide approach.

APPENDIX 1

General Responsibilities of an Employee of Nelson Marlborough District Health Board

1. Professional Responsibilities

As an employee of Te Whatu Ora Health New Zealand Nelson Marlborough 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 Health New Zealand Nelson Marlborough 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. Legislation, Regulations and Board Policies

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

- All relevant acts and regulations,
- All Board, hospital and department policies,
- Relevant procedure manuals,
- The “Employee Obligations” which accompany the Nelson Marlborough District Health Board’s Disciplinary Policy and Procedures.

3. Risk Management

You are also 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.

4. Occupational Health and Safety

You are also required to:

- Carry out your work in a healthy and safe manner.
- Encourage and assist others to work in the same way.
- Report and rectify any unsafe workplace conditions/practices.
- Complete an accident report 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-operate with, support and promote occupational health and safety actions and initiatives in the workplace.
- Read and understand the health and safety manual, any relevant chemical information, and the emergency plan.

- Keep your knowledge of identified hazards up to date.

5. Security

You are also 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.

6. Confidentiality

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

7. Quality Improvement

- Employees should participate in quality improvement processes in their area of work.

8. Treaty of Waitangi

- Te Whatu Ora Health New Zealand Nelson Marlborough 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.

9. Smokefree

- Te Whatu Ora Health New Zealand Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within NMDHB buildings, grounds and vehicles. Staff are also obliged to comply with the policy and ensure all visitors, patients and others are informed of the policy. It also applies to Nelson Marlborough DHB staff employed on Board's business in the community.

Signed:

Date:

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.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Te Whatu Ora Health New Zealand Nelson Marlborough
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 enter clinical areas ¹ (except IDSS, Mental Health and Drug and Alcohol services) or work in the microbiology laboratory
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 ²

¹Clinical areas include those areas where patients undergo assessment, diagnostic investigation or treatment, such as wards, outpatient clinics, Rural Health Centres, Radiology, the Renal Unit, operating theatres, long-stay hospital-level care facilities, Physiotherapy and other allied health worker areas, Mental Health and Drug and Alcohol inpatient, outpatient, or community services.

²Exposure-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