

	POSITION TITLE	Clinical Nurse Coordinator CAFS		
	DIRECTORATE	Mental Health & Addiction Service	DEPARTMENT	Child, Adolescent & Family Service
	REPORTING TO (operationally)	Manager CAFS	REPORTING TO (professionally)	ACNM CAFS
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the geographical area of Hawke's Bay in the Hawke's Bay District Health Board (HBDHB) Staff reporting - Nil			
PURPOSE OF THE POSITION	<p>The Clinical Co-ordinator is part of a multi-disciplinary team providing leadership and clinical support services within the CAFS team.</p> <p>The role oversees the daily operation of service delivery supporting the ACNM.</p> <p>The Clinical Co-ordinator will be expected to work with the team and liaise with other agencies to ensure that a high standard of supports are delivered to consumers.</p> <p>To act as a clinical resource to the team offering consultation, advice, mentoring and facilitation of evidence based practice.</p> <p>To ensure and prioritise a focus on patient safety and quality relating to care and processes within CAFS.</p> <p>Provide keyworker role with reduced caseload.</p>			
KEY DELIVERABLES	<p>Provide leadership, co-ordination and day to day oversight of clinical service delivery</p> <ul style="list-style-type: none"> • Act as a highly effective role model by demonstrating high levels of clinical competence and professional behaviours. • Support the triage and allocation process of referrals to CAFS. • Lead and participate in MDT clinical reviews process through: <ul style="list-style-type: none"> • Co-ordination of reviews • Ensuring reviews occur and relevant people attend • Chairing reviews as required • Ensuring robust review, evaluation and discharge planning occurs (utilising the identified measurement tools) • Act as a clinical resource and provide mentoring coaching, clinical supervision to staff as appropriate and required. • Actively monitor utilisation of team resources; eg: allocation and team capacity to meet demand. • Attendance and active participation at regular meetings, thereby ensuring consistency of the role / implementation of team activities. • Management of a clinical caseload and participation in duty roster. • Support the ACNM and administration in developing and maintaining an up to date duty roster. • You may be assigned additional portfolios within this role and these will be mutually agreed between yourself and your manager. • Engages in professional development and ongoing maintenance of continuing competence with a professional development recognition programme (PDRP) portfolio, evidenced within 12 months of commencing within the role. <p>Co-ordination of Safe Service Delivery</p> <ul style="list-style-type: none"> • Provide guidance and co-ordination in response to any complex clinical cases or in the event of an urgent clinical need arising within the team's caseloads. • Facilitate individual review of case loads. • Report to ACNM, Manager and other senior staff any identified service / clinical risks and achievements / strengths. • Contribute proactively to resolution and management of risk. • Liaise with external services as required e.g.: provider forums. • Attend co-ordination meetings. • Responsible for team audits. 			

<p>KEY DELIVERABLES</p>	<p>Orientation / Induction for staff</p> <ul style="list-style-type: none"> • Support ACNM in ensuring new staff have appropriate orientation and supports in place. • Ensure students / interns have support during placement and have a quality learning experience with the team. <p>Supervision / Support of Staff</p> <ul style="list-style-type: none"> • Participate as required in the interview and selection process of staff. • Promote the development of strategies that foster a healthy, positive workplace and clinical environment. • Workforce development priorities are identified and reported to ACNM. This includes skill mix and training priorities for the team. • Provides staff supervision as required. <p>Service development & Quality</p> <ul style="list-style-type: none"> • Active involvement, and where delegated by ACNM, undertake a lead in the implementation of quality initiatives. • Participate in annual service planning. • Participate as an active clinical team member within the scope of professional practice. <p>Utilise Information Technology</p> <ul style="list-style-type: none"> • Demonstrate an ability to access and use available clinical information systems <p>Is conversant with applications required for specific discipline / role e.g. ECA, Concerto, Outlook etc.</p>	
<p>HEALTH & SAFETY RESPONSIBILITIES</p>	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> • Not to do anything that puts your own H&S at risk • Not to do anything that puts others H&S at risk • To follow all health and safety policies and procedures • To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
<p>KEY WORKING RELATIONSHIPS</p>	<p>INTERNAL</p> <ul style="list-style-type: none"> • Clinical Teams (Wairoa, NHC, Hastings, CHB) • Other Clinical Co-ordinators • Managers • Kaitakawaenga/Maori Health Services • Professional Leads • Other HBDHB Mental Health workers • Wider department nursing team • Wider Organisational Nursing teams • Chief Nursing and Midwifery Officer • Allied Health Staff • Medical Staff • Other team members • Administration staff 	<p>EXTERNAL</p> <ul style="list-style-type: none"> • Service Users • Family / Whanau / Aiga • Non-Government Organisations • Primary care providers • NGO service providers • Consumer organisations • Community organisations • Government agencies • Other mental health services • Tertiary academic partners

DELEGATION AND DECISION	<ul style="list-style-type: none"> Oversight of daily clinical operations in consultation with ACNM
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> Support an effective continuum of care for those with moderate to severe mental health and addiction needs requires the development and maintenance of relationships, credibility and the ability to identify the appropriate care needed. Supporting a culture that is conducive to achieving National Key performance Indicators as per “Key Performance Indicator Framework for New Zealand Mental Health and Addiction Services” this includes HoNOS, waiting times and Relapse Prevention Planning targets. Working with the ACNM to identify multidisciplinary strengths and weaknesses. Supporting the implementation of change in services for consumers to reflect best practice and influencing consumer outcomes.
HOURS OF WORK	80 hours per fortnight
EMPLOYMENT AGREEMENT & SALARY	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurse grade 3, step 1 – 3, \$84,356 - \$93,571 gross per annum according to qualifications and experience.
DATE	May 2019

ESSENTIAL CRITERIA

Qualifications

- Current registration with Nursing Council of New Zealand as Registered Nurse.

Experience

- A minimum of five years' experience working in a Mental Health Service, including Community Mental Health Teams
- Post-registration training in child and adolescent mental health
- Demonstrated experience in caseload / clinical supervision
- Demonstrated experience in delivering professional supervision

Business / Technical Skills

- Holds a current annual practising certificate as Registered Nurse.
- Holds a currently assessed nursing portfolio as assessed via an approved Professional Development Recognition Programme (PDRP) at proficient level
- Demonstrated ability to work within a team.
- Demonstrated time management skills.
- Demonstrated experience in implementing service improvement / quality initiatives
- Working knowledge of Seitapu / working with Pacifica
- Experience in problem solving, priority setting and planning processes
- Report writing skills
- Understanding the New Zealand Health Strategy and other government policy settings as it pertains to Mental Health Services
- Knowledge of relevant legislation and standards
- Current full drivers licence

Key Attributes

- Effective communication skills
- Positive attitude
- The ability to identify and develop networks to support self and staff

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical requirements for role

As required by Occupational Health

Vaccination status for role

As required by Occupational Health

DESIRABLE CRITERIA

Experience

- Postgraduate experience in CAMHS
- Postgraduate experience in different therapies

Business / Technical Skills

- Experience in leadership roles within multi-disciplinary teams



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.