

POSITION DESCRIPTION

Position Details:	
Title:	Clinical Nurse Specialist (CNS) – Gynaecology Oncology service
Reports to:	Nurse Unit Manager - Gynaecology service
Authorised by:	Executive Director of Nursing
Date:	November 2015 (Reviewed in January 2016)

Position Purpose:
<ul style="list-style-type: none"> The Clinical Nurse Specialist is an advanced nursing practice role and is responsible for providing specialist nursing care and/or coordination of care to a specific patient / client population across health care settings.
Service description:
<p>The Gynaecological Oncology team at ADHB leads a regional multidisciplinary service providing comprehensive gynaecological oncology care to patients referred from local and tertiary referrers in the upper third of the North Island. There is strong collaboration between the service and regional referrers to ensure all women have equal access to comprehensive care for Gynae cancer in their locality where possible or at their closest Cancer Centre. The CNS for the Gynae Oncology surgical team has a key role in co-ordinating care, advocating and liaising for patients and their families/whanau. The CNS role is an expert clinician who also facilitates effective communication between all health care professionals involved in the patient journey.</p> <p>Key relationships are maintained to ensure that the patient receives the most appropriate care in the most appropriate place by the most appropriate person and that the care delivered is patient centric. This involves establishing and maintaining relationships with all referral centres, medical and nursing and clerical support staff as required.</p> <p>The CNS role has an important part to play in ensuring the service meets the National Cancer Standards, the Ministry of Health targets and Auckland DHB internal targets.</p> <p><i>Note: The service description must be approved by the relevant nurse leader.</i></p>

Key Accountabilities:

Domain One: Professional Responsibilities
Includes accountabilities for professional, legal, ethical and culturally safe practice. This includes being able to demonstrate judgement and accountability for own actions and decisions.
Demonstrates clinical and professional leadership:
<ul style="list-style-type: none"> Applies critical reasoning and professional judgement to nursing practice issues / decisions. Fosters the provision of positive patient / client outcomes and person-centred care. Contributes to the development of integrated service delivery across the continuum of care. Identifies situations of clinical and organisational risk and take appropriate actions to ensure a safe environment for patients / clients, families / whanau and staff. Role models and enhances advanced nursing practice and contributes to the development of the profession locally, regionally and nationally. Leads professional conduct by example.
Professional development and competency

- Maintains and develops own clinical expertise and knowledge in specialty nursing practice.
- Participates in professional supervision as required.
- Maintains professional portfolio and annual practice registration
- Pro-actively participates in own performance development and review.
- Practices in accordance with legal, ethical, culturally safe and professional standards.

Domain Two: Management of Nursing Care

Includes accountability related to the patient/ client assessment and management of nursing care that is supported by nursing knowledge and evidenced based research.

Patient care management / care coordination

- Provides direct care and uses advanced nursing knowledge and skills to assess, plan, implement and evaluate patients / clients / family / whanau health needs.
- Facilitates effective discharge planning and/or referral processes to health care providers and support agencies to meet identified health needs.
- Monitors clinical outcomes / indicators and manages variance to clinical pathway, protocols or best practice guidelines.
- Educates and provides information to patients / clients / family / whanau to improve knowledge of disease / illness, self management, prevention of complications and promotion of recovery.
- Identifies barriers and solutions to access for patient / client, family or whanau.
- Accurately documents assessments of patients / clients health status, diagnosis and decisions made regarding interventions and referrals or follow-up.
- Participates in case review and debriefing activities as required.

Domain Three: Interpersonal Relationships

Includes accountability for interpersonal and therapeutic communication with clients/ patients and members of the health care team

- Promotes effective teamwork and collaborative relationships within the multi-disciplinary team and across health care settings to achieve best health outcomes.

Education and clinical teaching

- Demonstrates skilled mentoring / coaching, teaching and supervision of nursing staff and other health professionals.
- Acts as a nursing resource providing expert advice and education to nursing staff and other health care professionals / family / whanau within scope of speciality practice.
- Identifies and supports staff education and professional development based on knowledge of service needs and aligned with ADHB strategic direction.

Domain Four: Inter-Professional Health Care and Quality Improvement

Includes accountability for evaluating the effectiveness of care and promotion of a nursing perspective within the health care team

Continuous quality improvement

- Evaluates the effectiveness, efficiency and safety of clinical practice.
- Contributes to projects and research that enhance the clinical implementation of evidence-based practice
- Demonstrates commitment to quality improvements, risk management and resource utilisation.
- Reviews and develops clinical standards / protocols and policies and facilitates clinical audits processes.
- Works in collaboration with other relevant nursing leaders to define and implement the strategies that support quality improvement.
- Assists in the implementation of nursing practice and models of care appropriate to patient / client

population needs.

- Assists in the implementation and management of initiatives to address differential access to healthcare services for Maori.
- Participates in the development of strategic and operational service plans.

Evidence based practice

- Fosters inquiry, critical thinking and research skill acquisition among the nursing workforce to advance nursing practice and patient / client care.
- Works to ensure that recommended best practice guidelines / policies are research based and relevant across the organisation.
- Contributes to and participates in ADHB and national policy development.

Relationships:

External	Internal	Committees and Groups
<ul style="list-style-type: none"> • Other DHBs • Primary health care providers • University of Auckland • Other tertiary education providers • NZ Nursing Council • Professional bodies & associations • Health and social support agencies • Consumer advocates & agencies 	<ul style="list-style-type: none"> • Nursing and midwifery workforce • Other senior nurses • Nursing and midwifery Leadership • Professional Development Advisor • Clinical Leader(s) and Directors • Senior Management • Allied Health professionals • Kai Atawhai / Cultural support staff 	<ul style="list-style-type: none"> • Quality Groups • Nurse Specialist groups • Clinical management teams • Other nursing groups as required • Specific projects and committees that impact directly on nursing • Speciality practice forums

Person Specifications:

	Essential	Desired
Education and Qualifications	<ul style="list-style-type: none"> • New Zealand nursing registration • Postgraduate certificate / diploma in specialty nursing practice. • Working towards completion of Masters degree in nursing or health related area. 	<ul style="list-style-type: none"> • Masters degree
Experience and Knowledge	<ul style="list-style-type: none"> • Leadership and patient / client management skills • Project management experience • Knowledge of quality improvement processes and principles • Ability to facilitate and manage change at a local level • Knowledge and understanding of the Treaty of Waitangi and implications in nursing practice. • Specialty knowledge and practice expertise. • Minimum Level 4 practice. • Knowledge of nursing professional development issues 	<ul style="list-style-type: none"> • Research skills including data analysis and critical appraisal skills and clinical audit • Experience in multi-disciplinary clinical teaching. • Strategic planning and policy development skills • Understanding of government health policy

Organisational Competencies:

	Description
Leadership	<ul style="list-style-type: none"> • Ability to develop and communicate a vision for the future, inspiring commitment to the goals of the organisation / team. • Ability to operationalise the vision and values and help to facilitate change. • Is able to work with others, within and outside of nursing and midwifery, to draw together a range of perspectives.
People Management	<ul style="list-style-type: none"> • Leads, communicates expectations and agreed goals, provides ongoing feedback and objectively evaluates performance. • Able to recognise and acknowledge achievements of others. • Ability to bring people with them even in times of change.
Teamwork	<ul style="list-style-type: none"> • Collaborates with other key players and work groups to achieve objectives. • Seeks out opportunities to support others in achieving goals. • Actively contributes to and accepts consensus decisions • Recognises and respects individual differences.
Bicultural Approach	<ul style="list-style-type: none"> • Understands the significance of the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve opportunities for Maori.
Self Management	<ul style="list-style-type: none"> • Sets high personal standards and strives to achieve stretching goals • Displays drive and energy and persists in overcoming obstacles. • Is proactive and displays initiative. • Is resilient to change

	<ul style="list-style-type: none"> • Understands personal limitations • Can work to deadlines to achieve outcomes
Patient, Client and Population Focused	<ul style="list-style-type: none"> • Takes action to fully comprehend the needs of patient / client populations. • Actively promotes such needs and priorities.
Communication and Interpersonal Skills	<ul style="list-style-type: none"> • Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference. • Actively listens, drawing out information and checking understanding • Empathises with others and considers their needs and feelings. • Creates opportunities to network internally and externally.
Innovation	<ul style="list-style-type: none"> • Actively questions old ways of doing things, thinks outside the square and develops creative and effective solutions to improve outcomes. • Applies skilled analysis and sound reasoning in problem solving / decision making.
Flexibility	<ul style="list-style-type: none"> • Ability to adapt and work effectively within a variety of situations, and with various individuals or groups.
Planning and Monitoring	<ul style="list-style-type: none"> • Uses action plans to accomplish goals, establishes timeframes and can realistically allocate resources. • Identifies and removes barriers. • Able to monitor progress and address problems to achieve outcomes.

WORKING FOR ADHB – EXPECTATIONS OF EMPLOYEES

CITIZENSHIP

All employees are expected to contribute to the innovation and improvement of Auckland District Health Board as an organisation. This means:

- Using resources responsibly
- Models ADHB values in all interactions
- Maintaining standards of ethical behaviour and practice
- Meeting ADHB's performance standards
- Participating in organisation development and performance improvement initiatives
- Helping to develop and maintain Maori capability in ADHB, including developing our understanding of the Treaty of Waitangi and ways in which it applies in our work
- Raising and addressing issues of concern promptly

THE EMPLOYER AND EMPLOYEE RELATIONSHIP

We have a shared responsibility for maintaining good employer/employee relationships. This means:

- Acting to ensure a safe and healthy working environment at all times
- Focusing our best efforts on achieving ADHB's objectives

A performance agreement will be reached between the employee and their direct manager and/or professional leader containing specific expectations.

CONSUMER/CUSTOMER/STAKEHOLDER COMMITMENT

All employees are responsible for striving to continuously improve service quality and performance. This means:

- Taking the initiative to meet the needs of the consumer/customer/stakeholder
- Addressing our obligations under the Treaty of Waitangi
- Involving the consumer/customer/stakeholder in defining expectations around the nature of the services to be delivered and the timeframe

- Keeping the consumer/stakeholder informed of progress
- Following through on actions and queries
- Following up with the consumer/customer/stakeholder on their satisfaction with the services

PROFESSIONAL DEVELOPMENT

As the business of ADHB develops, the responsibilities and functions of positions may change. All staff are expected to contribute and adapt to change by:

- Undertaking professional development
- Applying skills to a number of long and short term projects across different parts of the organisation
- Undertaking such development opportunities as ADHB may reasonably require