Date: October 2019

Job Title: Clinical Team Leader, Occupational Health & Safety Service

Department: Occupational Health & Safety Service (OH&SS)

Location: OH&SS, L1, 17 Shea Terrace, Takapuna

Reporting To:
- Group Manager, Occupational Health & Safety Service for the meeting of performance objectives as regards financial, team/people management and clinical service strategy
- Director of Nursing & Midwifery for the maintenance of professional standards, the development of professional practice and the skilled direction the professional workforce

Direct Reports: Occupational Health & Safety Nurses

Functional Relationships with:
- Internal:
  - OH&SS Team
  - Human Resources
  - Quality Service
  - WDHB Staff
  - WDHB Managers
  - Professional Nursing Team
- External:
  - Worksafe NZ
  - Well NZ
  - Contractors
  - Professional groups

Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:
1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.
### Purpose of the role
To lead a team of Occupational Health Nurse Professionals to provide a comprehensive Occupational Health and Safety Clinical Service, working with established Occupational Health systems, standards of practice and service objectives, to meet the needs of the organisation. Also to identify, prioritise, complete and handover special projects, including process and system improvements.

### Key Accountabilities
**Domain One**
**Professional responsibility**
Includes accountabilities for professional, legal, ethical and culturally safe practice. This includes being able to demonstrate advanced critical thinking, judgement and accountability for own actions and decisions.

**Professional Leadership and Expertise**
- Meets all registered nurse PDRP competencies at minimum of RN Level 4 requirements – refer generic RN competencies
- Perceived as highly effective, progressive and knowledgeable in area of practice, according to legal, ethical, cultural safety/ sensitivity and professional standards.
- Applies critical reasoning and professional judgement to nursing practice issues and decisions for patients at risk.
- Provides advanced practice specialist nursing care in direct care delivery, contributing to the development of integrated service delivery across the continuum of care.
- Role models/leads by example and enhances advanced nursing practice and contributes to the profession locally, regionally and nationally.
- Problem solves and offers guidance to staff.
- Acts as a resource person for nursing, medical and other health professionals.
- Ensures Occupational Health and Safety Nurses meet expected standards of behaviours and productivity.

**Continuing education**
- Identifies own learning needs and participates in study days/further education opportunities appropriate to the role.

**Domain Two**
**Management of nursing care at advanced practice level**
Includes accountability related to patient/client assessment and management of advanced nursing care that is supported by evidence.

**Uses and applies knowledge and skills from theory and research to the practice of occupational health & safety.**
- Leads the team to develop clinical health & safety within Waitemata DHB, together setting objectives and coordinating tasks to achieve them.
- Is able to discuss rationale for decision making around clinical Hazard Management in Waitemata DHB.
- Is able to identify common clinical issues and initiate action.

**Effectively lead the clinical aspects of the Occupational Health & Safety Service.**
- Demonstrates effective time management and work organisation.
- Demonstrates flexibility & adaptability as workloads & priorities change.
- Develops positive working relationships with staff providing coaching and direction.
- Ensures staff are adequately trained to perform tasks required.
- Develops duty roster monthly.
- Provide management cover for Group Manager where necessary.

**Provides a quality clinical Occupational Health & Safety service that monitors and measures service delivery and customer satisfaction.**
- Weekly team meetings held so that opportunities for feedback & improvement are identified and implemented.
- Facilitates Case Studies & presentations by Team members to ensure professional development.
- Feedback to Group Manager regarding monthly reporting requirements.
## To participate in complementing Human Resources activities as appropriate.

- Has good systems for managing the differentiated team, including knowledge of skill/practice level, development plans, education plans, appraisal schedule. Reviews staffing profiles.
- Knows where to access and how to follow and implement HR policies, processes and guidelines.
- Meet regularly with the team to keep them informed/updated, to address systems issues and plan together, celebrate and team build. Holds weekly minuted team meetings, ensures all staff access to 1:1 meetings and annual appraisals.
- Meets regularly with individuals to develop their potential and confirm motivation/resilience.
- Work confidently with Recruitment and Human Resources team to manage staff recruitment, selection and planned orientation.
- Tension and conflict is managed positively and issues resolved to the satisfaction of all involved. Explores the needs, concerns and interests of others. Communicates clearly/succinctly in appropriate style and presents effectively in various situations.
- Builds an environment of excellence and innovation that empowers team members to be active participants in the multidisciplinary team. Participate in a team approach to staff issues.
- Provides feedback from courses/study days for the improved knowledge of the team.
- Coordinates resources present [right people/skill mix in the right place/roster] with staff doing the right things [standards & supervision], at the right time [monitoring] to achieve the right outcome. Coordinates day to day nurse staffing and resources; is involved in assessing changing patient needs and putting strategies and resources in place to meet those needs.
- All staff receive support during orientation with preceptor, receive access to learning and competence assessment, appraisal annually, a development plan of skill and expertise and acknowledges their potential e.g. resource role, levels of practice, access to education opportunities. Includes audit of practice, appraisal, development plan, coaching and feedback. 100% compliance with mandatory and core training for safety.
- Provide strong, consistent and effective professional leadership. Uses participative decision-making procedures whilst maintaining overall control of the team. Understands individuals’ abilities and limitations and manages these effectively.

## To provide coaching around clinical Occupational Health and Safety areas of knowledge

- Applies knowledge of WorkSafe NZ Incident/event notification and investigation.
- Understands and applies knowledge of Waitemata DHB accident follow up policies and procedures.
- Links accidents to hazard management.
- Acts as a resource and ensures continuation of the ACC Partnership Programme within the framework of the “Safe Way of Working” (SWoW) System.

### Domain Three  Interpersonal relationships and enhancing the patient experience

*Includes accountability for interpersonal and therapeutic communication with clients and members of the health care team.*
## Occupational Health & Safety Clinical Team Leader

### Position Description

**Relationship building with Staff, Managers & Occupational Health & Safety team members**

- Effective ongoing communication occurs to ensure managers/staff needs are acknowledged and supported.
- Works effectively as a leader of the nursing team.
- Demonstrates a commitment to biculturalism & provides respectful service to all staff without bias due to gender, ethnicity or religion.
- Demonstrates strong relationship management skills that result in professional credibility, good patient outcomes and integrated care.
- Uses highly developed communication, change management and leadership skills to create strong morale and spirit in the team.
- Contributes to service strategic planning and implements changes.
- Models effective and positive communication, acts as an advocate for the team and service standards.

**Statutory & Treaty of Waitangi obligations**

- Ensure the professional and political integrity of Waitemata DHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.
- Show sensitivity to cultural complexity in the workforce and patient population.

### Domain Four   Interprofessional healthcare and quality improvement to deliver organisational objectives

*Includes accountability for evaluating the effectiveness of care/service and promotion of the health care team*

<table>
<thead>
<tr>
<th>Review current policies &amp; practices</th>
<th>Demonstrates knowledge and applies relevant legislation to practice &amp; policy development.</th>
<th>Networks with other DHB's regarding policy/procedure development.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actively implements improvement initiatives to achieve targets and identified KPIs to show that the service is achieving safety standards and productivity goals. Communicates results so that staff are motivated to attain a high standard of practice outcomes. Includes meeting the HDSS standards.</td>
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<td></td>
<td>Staff satisfaction is measured and acted upon where feedback is collated and corrective actions are discussed and implemented where possible.</td>
<td>Builds interdisciplinary and interdepartmental cooperation and respect amongst staff.</td>
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<td></td>
<td>Collaborates with other staff in key leadership roles to support the achievement of the strategic, financial and operational goals.</td>
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<thead>
<tr>
<th>Using a variety of databases and communicating via a variety of methods</th>
<th>Competently work with databases, including MedTech, as well as working comfortably with Microsoft Office applications.</th>
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<thead>
<tr>
<th>Projects</th>
<th>Identify &amp; work on projects as required, in consultation with the Group Manager and wider Team, and as directed by the Group Manager.</th>
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<tbody>
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<td></td>
<td>Prioritise projects and establish timeframes.</td>
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<td></td>
<td>Feedback to Group Manager and Team regarding the status of projects.</td>
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<td></td>
<td>Implement and/or hand over projects on completion.</td>
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</tbody>
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<thead>
<tr>
<th>To recognise individual responsibility for workplace Health &amp; Safety under the</th>
<th>Contribute to a safe and healthy workplace at Waitemata DHB by:</th>
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<tbody>
<tr>
<td>Contribute to a safe and healthy workplace at Waitemata DHB by:</td>
<td>Following &amp; complying with H&amp;S policies &amp; processes &amp; applying them to their own work activities, including using/wearing Personal Protective</td>
</tr>
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<td></td>
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</table>
### Occupational Health & Safety Clinical Team Leader

**Position Description**

<table>
<thead>
<tr>
<th>Health and Safety at Work Act 2015</th>
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<tr>
<td>Equipment as required.</td>
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<tr>
<td>• Participating in activities directed at preventing harm &amp; promoting well-being in the workplace.</td>
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<tr>
<td>• Identifying, reporting &amp; self-managing hazards where appropriate.</td>
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<tr>
<td>• Early and accurate reporting of incidents at work and raising issues of concern when identified.</td>
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**VERIFICATON**

| Employee: | ______________________ |
| Manager:  | ______________________ |
| Date:     | ______________________ |

*Note: This job description forms part of an individual's contract of employment and must be attached to that contract*
## PERSON SPECIFICATION

### POSITION TITLE:
**Occupational Health and Safety Clinical Team Leader**

### Qualification
- Registered Occupational Health and Safety Nurse (RGON,RGN,RCOMPN) in New Zealand with a current annual practising certificate
- Post graduate qualification
- Current driver’s license

**Preferred**
- Tertiary qualification in Health & Safety or relevant experience in health & safety in the healthcare setting
- Current Vaccinators Certificate
- Knowledge of manual handling and rehabilitation principles

### Experience
- Minimum of 5 years’ experience in Occupational Health and Safety
- Strong understanding of the Health and Safety at Work Act 2015 and the obligations this places on PCBU's
- Have a working knowledge of the ACC Partnership Programme & the relevant legislation
- Experience in developing and building team work, both facilitating & motivating others
- Very strong written and verbal communications skills
- Experience and strong evidence of an ability to develop a culture of innovation, performance and transparency focused on the customer
- Performance and outcome focused within tight budget and timeframes
- Experience in the development, implementation and delivery of a range of specialist services
- Experience in leading and developing a team approach in a multi-disciplinary environment
- Experience and understanding of change management processes
- Experience in creating a learning organisation
- Knowledge of health industry an advantage

### Skills/Knowledge/Behaviour

#### 1. Personal Attributes
- Positive and enthusiastic
- Possesses a good sense of humour
- Strong and self-reliant
- Calm and mature
- Consistent
- Realistic
- Some awareness of the Health and Safety impacts on an organisation
- Seeks advice and guidance from colleagues and other disciplines as required

#### 2. Teamwork
- Sensitive and constructive to others
- Seeks out opportunities to support others in achieving goals
- Effectively shares information with colleagues
- Inclusive of colleagues

#### 3. Self-Management
- Recognises and respects individual differences
- Develops positive working relationships with staff and managers
- Identifies and seeks to meet their needs.
**Position Description**

**Waitemata District Health Board**

**Occupational Health & Safety Clinical Team Leader**

- Treats them as first priority
- Upholds confidentiality, behaves with integrity and discretion

### 4. Communication skills
- Very strong written and verbal communication skills
- Sets high standards and strives to achieve challenging goals
- Displays drive and energy and persists in overcoming obstacles
- Acts as a good health and safety role model to others
- Acts in a positive manner
- Copes well under pressure, is resilient to change and understands personal limitations
- Is proactive and displays initiative
- Is able to communicate effectively on the phone and via computer and face to face with a variety of people
- Is able to communicate without engendering conflict

### 5. Learning
- Makes effective decisions within appropriate timeframes and levels of responsibility
- Knows when to ask for help

#### Personal Attributes

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<tr>
<th>Leadership</th>
<th>Proactive attitude</th>
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<tr>
<td>People management</td>
<td>Excellent communicator</td>
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<td>Teamwork</td>
<td>Articulate, good presentation skills</td>
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<td>Cultural safety</td>
<td>Self-directed and motivated</td>
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<td>Self-management</td>
<td>Strong teamwork reputation, confident collaboration</td>
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<td>Patient focused</td>
<td>Resilience</td>
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<td>Communication / interpersonal skills</td>
<td>Positive professionally mature</td>
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<td>Innovation</td>
<td>Able to influence without conflict, accepts constructive feedback</td>
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<tr>
<td>Flexibility</td>
<td>Culturally safe practice</td>
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<td>Planning and monitoring</td>
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