Date: May 2014

Job Title: Clinical Nurse Specialist
Department: Taharoto Inpatient Unit / Waiatarau Inpatient Unit
Location: Taharoto/Waiatarau
Reporting To: Charge Nurse Manager
Direct Reports: Nil

Functional Relationships with:

Internal:
Associate Charge Nurse Managers
Unit Nursing Staff
Unit Medical Officers
Locality Consumer Advisor
Family Advisor
Allied Health Professional Leaders
Entry to specialty practice Nurse Educator
Service Clinical Director
Locality quality co-ordinator
Locality educator
Cultural advisor
Other Waitemata Mental Health Services
Other Waitemata Health Services

External:
NGO's
Statutory Agencies
Other Mental Health Services
Professional and Industrial bodies

Purpose:
To contribute advanced mental health nursing knowledge and skills in the assessment, planning, delivery and evaluation of care delivered during the acute inpatient phase of a service user’s contact with mental health services. This is facilitated by:

- providing clinical and professional mental health nursing leadership within the acute setting
- leading continuity and consistency of nursing care within the multi-disciplinary team
- providing mentorship and support to nurses within the acute unit
- providing nursing leadership in the establishment of best practice initiatives
- managing potential risk on the unit via effective and timely risk assessments, de-escalation and early intervention
**Clinical Nurse Specialist**  
*Position Description*

<table>
<thead>
<tr>
<th>KEY TASKS</th>
<th>EXPECTED OUTCOMES</th>
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</table>
| To contribute advanced mental health nursing knowledge and skills in the assessment, planning, delivery and evaluation of care | • Delivers evidence based quality care to service users and their families  
• Role models and supports best practice interventions with the clinical team  
• Leads the integration of best practice and innovation in the service.  
• Contributes to the evaluation and development of the service models.  
• Is proactive in identifying issues, effectively supporting the unit staff and leaders in problem solving and decision making.  
• Supports the development of a robust clinical and professional supervisor network.  
• Supports the clinical placements and preceptorship for nursing students and nurse interns. |
| To contribute to the effective functioning of the MDT | • Actively participate in meetings with all members of the MDT.  
• Promote communication between other MDT members and nursing staff.  
• Bring a nursing perspective to the management of consumer care within the MDT.  
• Promote nursing leadership within the MDT  
• Follow up on clinical nursing related issues identified by the MDT as needing nurse specialist input. |
| To facilitate high quality nursing practice delivery across the acute setting | • Actively promote nurses to work in partnership with service users in carrying out safe, effective nursing assessment, planning, implementation and evaluation for all service users.  
• Guide nursing staff to complete accurate, relevant and timely documentation  
• Work with the Charge Nurse Manager and senior nursing team on the maintenance and ongoing development of quality nursing care standards by supporting and monitoring clinical performance of nursing staff.  
• Promote awareness and implementation of appropriate procedures and clinical processes as per all relevant standards and policies.  
• Participate in the development and evaluation of clinical practice guidelines  
• Promote and offer clinical supervision for all nurses working within the acute setting |
| To support nursing professional development | • Support nursing staff in demonstrating competence (knowledge, skills, attitudes).  
• Contributes to the nursing Professional Development and Recognition Programme as an assessor  
• Is a resource and coach for nursing staff |
### KEY TASKS

**Engaged in the nursing Professional Development and Recognition Programme**
- Supports the development of nursing journal clubs and initiatives to encourage nursing professional development

**To be actively involved in Quality Improvement and Service Development**
- Promote quality improvement and innovation across the acute setting
- Identify and undertake audit activities and monitor nurse sensitive quality indicators
- Collaborate with the quality Coordinator in the implementation of recommendations and audit activities aligned with nursing standards and practice.
- Participate in Serious Incident Reviews (SIRPS) and the implementation of the recommendations where appropriate.

**To participate in own ongoing professional development**
- Maintain own professional practice portfolio
- Identify own learning needs and negotiate appropriate resources to meet these needs.
- Maintain regular interactions with other senior nurses within the service
- Use national and international networks to inform practice.
- Achieve identified personal development goals.
- Engage in regular professional supervision

**To support the delivery of culturally sensitive services**
- Demonstrates understanding of and commitment to the principles of the Treaty of Waitangi
- Demonstrates an understanding of the cultural and social differences of all groups
- Supports initiatives and projects which improve access and health gain for Maori and Pacific peoples

**To demonstrate an awareness of professional and ethical responsibilities**
- All conduct in the workplace is ethical and professional
- Organisational values are known, supported and modelled.
- Consumer rights and responsibilities are actively supported.
- Registered Nurse responsibility and accountability is modelled and supported
- Consistently recognised as an effective and supportive team member and colleague

**To recognise individual responsibility for workplace Health and Safety under Health and Safety Act 1992**
- All conduct in the workplace is ethical and professional
- Waitemata’s Health and Safety Policies are read and understood and relevant procedures applied to own work activities.
- Workplace hazards are identified and reported including self-management of hazards where
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<th>KEY TASKS</th>
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<tr>
<td>appropriate.</td>
<td>• Collaborates with the Health and Safety Representative for each team.</td>
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<tr>
<td>Statutory &amp; Treaty of Waitangi obligations</td>
<td>• Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.</td>
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<tr>
<td></td>
<td>• Shows sensitivity to cultural complexity in the workforce and patient population</td>
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<tr>
<td>To recognise Individual Responsibility for Workplace Health and Safety</td>
<td>• Company health and safety policies are read and understood and relevant procedures applied to their own work activities</td>
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<tr>
<td>under the Health and Safety in Employment Act 1992</td>
<td>• Workplace hazards are identified and reported, including self management of hazards where appropriate</td>
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<td></td>
<td>• Can identify health and safety representative for area</td>
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</table>
**Clinical Nurse Specialist**

*Position Description*

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**Behavioural Competencies**

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<tr>
<th>Behavioural Competencies</th>
<th>Behaviour Demonstrated</th>
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<tbody>
<tr>
<td>Communicates and Works Co-operatively</td>
<td>• Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients &amp; their families and the community &amp; Iwi.</td>
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<tr>
<td>Is Committed to Learning</td>
<td>• Proactively follows up development needs and learning opportunities for oneself and direct reports.</td>
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</table>
| Is Transparent | • Communicates openly and engages widely across the organisation.  
• Enacts agreed decisions with integrity. |
| Is Customer Focused | • Responds to peoples needs appropriately and with effective results  
• Identifies opportunities for innovation and improvement |
| Works in Partnership to Reduce Inequality in Outcomes | Works in a way that:  
• Demonstrates awareness of partnership obligations under the Treaty of Waitangi.  
• Shows sensitivity to cultural complexity in the workforce and patient population.  
• Ensures service provision that does not vary because of peoples’ personal characteristics. |
| Improves health | • Work practices show a concern for the promotion of health and well-being for self and others. |
| Prevents Harm | • Follows policies and guidelines designed to prevent |

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*Waitemata District Health Board - JOB DESCRIPTION - Page 5*
### Behavioural Competencies

<table>
<thead>
<tr>
<th>Behaviour Demonstrated</th>
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<tr>
<td>harm.</td>
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<tr>
<td>• Acts to ensure the safety of themselves and others.</td>
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**Note:** This job description forms part of an individual’s contract of employment with WDHB and must be attached to that contract.
## PERSON SPECIFICATION

### POSITION TITLE: Clinical Nurse Specialist

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<tr>
<th>Minimum</th>
<th>Preferred</th>
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<tr>
<td><strong>Qualification</strong></td>
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<tr>
<td>• Registered Nurse</td>
<td>• Post graduate qualifications with clinical and leadership focus</td>
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<tr>
<td>• Current Annual Practising Certificate</td>
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<tr>
<td>• Level 4 professional development and recognition programme</td>
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<tr>
<td>• Post graduate education with a mental health nursing focus</td>
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<tr>
<td><strong>Experience</strong></td>
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<tr>
<td>• Five years mental health nursing experience in acute adult inpatient services</td>
<td>• Seven years mental health nursing experience with recent experience in adult inpatient and community settings</td>
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<tr>
<td>• Demonstrated clinical expertise</td>
<td>• Experience in mental health nursing leadership</td>
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<tr>
<td><strong>Skills/Knowledge/Behaviour</strong></td>
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<tr>
<td>• Understanding of the Treaty of Waitangi and bi-cultural issues in health service delivery</td>
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<td>• Understanding of informed consent issues, trauma informed care and consumer rights</td>
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<td>• Knowledge of Health Practitioners Competency Act 2003 and the Nursing Council of New Zealand and codes and standards</td>
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<tr>
<td>• Understanding of legislation pertaining to mental health</td>
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<tr>
<td>• Knowledge of Mental Health and Alcohol and Drug Services.</td>
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<tr>
<td>• Knowledge of National Mental Health Quality Standards and Policy documents</td>
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<td>• Excellent communication skills, written &amp; verbal essential</td>
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Clinical Nurse Specialist

Position Description

- Clinically credible in mental health nursing
- High level of personal competence in professional practice
- Ability to be self directed and work autonomously
- Proven organisation skills
- Proven leadership and problem solving skills
- Conflict resolution skills
- Computer Literacy

- Excellent interpersonal skills essential
- Able to comply with Waitemata Health’s non-smoking policy
- A flexible adaptable attitude
- Membership of a professional body

JD APPROVED: ________________________________ DATE: ________
District Mental Health Manager

JD APPROVED: ________________________________ DATE: ________
Locality Manager

JD APPROVED: ________________________________ DATE: ________
Employee

Agreed Performance Development Date:

________________________________________

JD Review Date:

________________________________________

Locality Manager ______________________________ DATE: ________

Employee ______________________________ DATE: ________