Date: September 2016

Job Title: Nurse Consultant – Professional Development & Recognition Programme [PDRP]

Department: Corporate - Nursing

Location: North Shore Hospital site

Reports to [Line]: Manager/ Director of Nursing & Midwifery for the achievement of service, operational and financial KPIs, quality standards (patient safety, effectiveness and patient experience) maintenance of professional standards, the development of professional practice and the development of the professional workforce.

Direct Reports: Administration Assistant

Functional Relationships with:

Internal:
- Executive Leadership Group for Nursing & Midwifery – Heads of Division
- Nursing Development Service
- Nurses: CNS, Educators, CNMs, RNs, ENs
- Human Resource
- Learning and Development Team
- Operations Managers
- Quality Team

External:
- Nursing Council of New Zealand
- Primary Healthcare
- Patients, family/whanau
- Schools of Nursing / Education provider teachers
- Primary health care
- Other DHBs

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 Nurse Consultant PDRP role**

Lead the Professional Development & Recognition Programme policies, procedures, reporting, updates and proactive marketing using proactive and dynamic professional leadership.

Participates as an important part of the Executive Leadership Group for Nursing & Midwifery, primary healthcare nursing leadership activity within the district, including regional and national activity.

<table>
<thead>
<tr>
<th>KEY ACCOUNTABILITIES</th>
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<tbody>
<tr>
<td><strong>Domain One</strong></td>
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<tr>
<td>Professional role</td>
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<tr>
<td>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</td>
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<tr>
<td>• Meets all registered nurse PDRP competencies at minimum of Senior Nurse competencies</td>
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<td>• Perceived as highly effective, progressive and knowledgeable in area of practice, according to legal, ethical, cultural safety/ sensitivity and professional standards.</td>
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<td><strong>Domain Two</strong></td>
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<tr>
<td>Management of nursing care</td>
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<tr>
<td>Includes accountability related to patient/client assessment and management of advanced nursing care that is supported by evidence</td>
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<td>• Works in partnership with the senior nursing leaders to support the PDRP compliance requirements</td>
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<td>• Participates in corporate service development and strategic leadership to meet needs for 2025. Includes initiatives to address differential access to healthcare services for Maori.</td>
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<td>• Assists the senior nursing group to develop service plans to achieve performance targets</td>
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<td>• Reinforces service/practice that is patient and whanau (family) focused ensuring a positive patient experience</td>
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<td>• Situational Awareness - knows how the DHB is developing and helps to frame practice and the PDRP to help develop professional capability</td>
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<td>• Works alongside all nurses to articulate practice from novice to expert</td>
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<td>• Ensures the current WDHB values are adhered to in practice</td>
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Nurse Consultant - Professional Development & Recognition Programme

Position Description

Waitemata District Health Board

JOB DESCRIPTION – Nurse Consultant – Professional Development & Recognition Programme

Approved by Director of Nursing & Midwifery 18/09/2016

- Works to ensure that PDRP policies and processes match the DHB human resource practices and supports skill/practice level, development plans, education plans, appraisal schedule
- Supports the leaders across all Divisions to ensure that the wider nursing 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
- Assesses portfolios and monitors backlog
- Supports other assessors, especially where issues are identified and coaching is required
- Develops leadership skills in staff to effectively manage the team in your absence
- Knows where to access and how to follow and implement HR policies, processes and guidelines
- Meet/ provides reports regularly with the NDS and wider nursing teams to keep them informed, updated, to address systems issues and plan together
- Meet regularly with individuals to develop their potential and confirm motivation/resilience
- Leads RN 4 Accreditation Panel process twice annually
- Leads innovative and professional PDRP programme/ team building activities
- 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 nurses and other team members to be active participants in the multidisciplinary team
- Works with the PDRP administrator and ensures that screening, processing and reporting is timely Performance issues are addressed through clear expectations, coaching, goal setting and feedback

- Human Resource Management & Management
- Performance Development & Management
- Planning
- Teaching

Domain Three Interpersonal relationships and enhancing the patient experience

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

- Demonstrates clinical and professional leadership through effective teamwork and collaborative relationships
- Role models advanced therapeutic communication when establishing, maintaining and concluding relationships
- Demonstrates strong relationship management skills that result in professional credibility, good outcomes and integrated care.
- Uses highly developed communication, change management and leadership skills to create strong morale and spirit in the team
- Communicate to a wide range of people using reports, meetings, and forums. Clear, formal and informal communication at all levels using a professional, diplomatic and concise approach using oral and written communication. Can get messages across that have the desired effect.
- Demonstrates a non-confrontational approach and an ability to open up communication lines so that issues can be addressed.
### Domain Four: Interprofessional healthcare and quality improvement to deliver organisational objectives

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

#### Professional Practice Development

- Self-directed in achieving learning and development plan, including PDRP responsibilities /current portfolio. Attends educational opportunities and conferences. Has presented own portfolio for assessment that meets the accepted standard as a senior nurse.
- Actively participates in professional nursing groups, maintains local, regional and national networks.
- Seeks feedback on own performance, then acts on it.
- Seeks monthly professional supervision and also engages with Director of Nursing & Midwifery to discuss how to address areas of difficulty and review quality of practice.
- Participates in discussions regarding nursing practice and models of care appropriate to patient /client population needs.

#### Quality Improvement: Guideline and policy development

- Participates in development of frameworks that address quality improvement, audit and PDSA programme/corrective actions to improve quality & care improvement, risk management and resource utilisation review. Includes trending and auditing and developing appropriate responses. Contributes to the annual report of quality activity and achievements as appropriate.
- Actively participates in quality improvement forums, audits, weekly review of practice and operational meetings to ensure that practice is based on best practice guidelines and meets legislative requirements for the population served.
- Change agent/leader - Identifies efficiencies through new and innovative ways of working, improve quality of care and patients experience.
- Participates in clinical supervision.
- Participates in Care Standards audits 6 monthly and provides prompt written responses.
- Actively implements improvement initiatives to achieve targets and identified KPIs to show that the service is achieving safety standards. Communicates results so that staff are motivated to attain a high standard of practice outcomes, includes meeting the HDSS standards.
- Participates in review of patient and staff satisfaction measurement and plans to act on where feedback is collated and corrective actions are discussed and implemented where possible.
- Reviews the PDRP programme and resources at least 3 yearly.
- Leads the twice annual PDRP Advisory Group.

#### Workplace Health & Safety

- Ensures that an active OH&S program is in place in the NDS. Manages workplace Health and Safety under Health and Safety Act 1992.
- Works with the named Health & Safety representative on workplace hazards to ensure these are identified and reported.
- Actively facilitates discussion with the team about the values, expected behaviours, standards of practice, code of consumer rights and results of audits Communication processes are in place to facilitate feedback from staff. Makes changes to minimize risks.
- Works with Occupational Health practitioners regarding compliance with standards.
- Company health and safety policies are read and understood and relevant procedures applied to their own work activities.
- Workplace hazards are identified and reported, including management of hazards where appropriate.

### VERIFICATION:

Employee: ___________________________ Date: _________________

Manager: __________________________ Date: _________________

**Note:** This job description forms part of an individual’s contract of employment and must be attached to that contract.

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Waitemata District Health Board JOB DESCRIPTION – Nurse Consultant – Professional Development & Recognition Programme. Approved by Director of Nursing & Midwifery 18/09/2016
PERSON SPECIFICATION

POSITION TITLE: Nurse Consultant – Professional Development & Recognition Programme

Education and Qualifications
- RCpN, RGON, BHSC
- Current APC as Registered Nurse in New Zealand
- Post graduate education in leadership or management topics

Experience
- At least five years post registration practice
- Achieved RN Level 4 or equivalent with current portfolio
- Contemporary understanding of acute care practice and or community
- Experience in clinical professional leadership role
- PDRP Assessor highly desirable

Skills/Knowledge/Behaviour
- Contemporary nursing knowledge and skill – with knowledge of evidence-based practice requirements. A positive Nursing identity.
- Demonstrated operational management/care coordination skills
- Clinical professional leadership
- Evidence of strong commitment to quality improvement and ability to lead local quality initiatives
- Dynamic and creative approach to nursing care and education – will need to provide teaching during orientation and to develop RN4 and Assessors
- Understanding of and commitment to the principles of the Treaty of Waitangi
- People Management in a complex environment
- High professional standards and ability to implement strategies to motivate team to achieve expectations
- Understanding of databases management and ability to use appropriate tools to assist in data management and reporting
- Participant in strategic developments across the continuum of care, integrating, hospital, community and primary health care

Personal Attributes

Leadership
- Positive, proactive attitude
- Excellent communicator
- Articulate, good presentation skills
- Self-directed and motivated
- Strong teamwork reputation, confident collaboration
- Resilience
- Positive professionally mature, calm, consistent
- Able to influence without conflict, accepts constructive feedback
- Culturally safe practice

People management

Teamwork

Cultural safety

Self-management

Patient/client population focused

Communication / interpersonal skills

Innovation

Flexibility

Planning and monitoring

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