

| Position Description      |  |
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| Employment Agreement:     | NZNO MECA  |
| Position Title:           | <b>Clinical Nurse Specialist</b>                                   |
| Service & Directorate:    | Palliative Care Advisory Service – Southern Blood & Cancer Service |
| Location:                 | Otago  |
| Reports to:               | Charge Nurse Manager   |
| Number of direct reports: | Nil  |
| Date:                     | November 2021  |

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

| Kind<br><i>Manaakitanga</i>   | Open<br><i>Pono</i>  | Positive<br><i>Whaiwhakaaro</i>   | Community<br><i>Whanaungatanga</i>  |
|---|--|---|---|
| <p><b>Looking after our people:</b><br/>We respect and support each other. Our hospitality and kindness foster better care.</p> | <p><b>Being sincere:</b><br/>We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.</p> | <p><b>Best action:</b><br/>We are thoughtful, bring a positive attitude and are always looking to do things better.</p> | <p><b>As family:</b><br/>We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.</p> |

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

## PURPOSE OF ROLE

The Clinical Nurse Specialist provides specialist nursing care and expertise both in direct care delivery and in support to other staff in the management of a defined patient/consumer group/area of speciality practice.

The Clinical Nurse Specialist works across the organisation within a clinical specialty acting in the roles of practitioner, educator, consultant, researcher, leader/change agent and care coordinator/case manager in the pursuit of clinical excellence and improved health outcomes.

Clinical Nurse Specialists are recognized internationally as expert practitioners, having in-depth knowledge of a speciality that results in expanding boundaries of nursing practice and the implementation of evidence-based practice and clinical research. (Austin and Luker, 2005; NACNS, 2009).

Clinical practice is central to the Clinical Nurse Specialist role, however in order to influence and improve nursing practice it is essential the role is underpinned by the competencies as outlined in the job description below. Due to the diversity of the CNS role key accountabilities and key performance indicators will vary according to patient/consumer and service needs. Therefore, the key performance indicators will be determined by the individual service and will be based on the key accountabilities as outlined in this CNS generic job description.

The Clinical Nurse Specialist practices both autonomously and in collaboration with the multi-disciplinary team to assess, treat and manage patient/consumer health care needs.

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

### Organisational Competencies

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|----------------------------|--|
| <b>Patient Focus</b>       | Is dedicated to meeting the expectations and requirements of all patients/consumer; gets first hand patients/consumer information and uses it for improvements in products and service delivery; acts with patients/consumer in mind; establishes and maintains effective relationships with patients/customers and gains their trust and respect. |
| <b>Integrity and Trust</b> | Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.   |
| <b>Managing Diversity</b>  | Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.   |
| <b>Drive For Results</b>   | Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.   |

### Role Specific Competencies

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| <b>Motivating Others</b> | Creates a climate in which people are motivated and want to do their best; can motivate many team or project members; empowers others to achieve desired results; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working with. |
| <b>Decision Quality</b>  | Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgement; sought out by others for advice and solutions.   |
| <b>Informing</b>         | Provides the information people need to know to do their job and to feel good about being a member of the team, unit, and/or the organisation; provides individuals with information in a timely manner to make accurate decisions.  |

| KEY RELATIONSHIPS  |   |
|--|---|
| Within Southern DHB  | External to Southern DHB  |
| <ul style="list-style-type: none"> <li>• Nurse Manager</li> </ul>                    | <ul style="list-style-type: none"> <li>• Relevant associated groups, local and regional</li> </ul>                              |
| <ul style="list-style-type: none"> <li>• Service Manager</li> </ul>                  | <ul style="list-style-type: none"> <li>• Healthcare providers</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Unit team managers</li> </ul>               | <ul style="list-style-type: none"> <li>• Healthcare patients/consumer</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Clinical Charge Nurse</li> </ul>            | <ul style="list-style-type: none"> <li>• National Speciality groups</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Clinical Leaders</li> </ul>                 | <ul style="list-style-type: none"> <li>• NZNO, PSA and other relevant professional colleges of nursing and midwifery</li> </ul> |
| <ul style="list-style-type: none"> <li>• All Nursing and Midwifery Staff</li> </ul>  | <ul style="list-style-type: none"> <li>• Nursing Council/Midwifery council</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Allied Health Staff</li> </ul>              |   |
| <ul style="list-style-type: none"> <li>• Nurse Educators</li> </ul>                  |   |
| <ul style="list-style-type: none"> <li>• Medical Staff</li> </ul>                    |   |
| <ul style="list-style-type: none"> <li>• Clinical Support Staff</li> </ul>           |   |
| <ul style="list-style-type: none"> <li>• Infection Prevention and Control</li> </ul> |   |
| <ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety</li> </ul> |   |

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

|   | ESSENTIAL  | DESIRABLE |
|---|--|-----------|
| <b>Education and Qualifications (or equivalent level of learning)</b> | <ul style="list-style-type: none"> <li>• Be registered with the Nursing Council of New Zealand as a registered Nurse.</li> <li>• Hold a current Nursing Council of New Zealand annual practising certificate.</li> <li>• Working towards Post graduate qualifications at a minimum of a Diploma or/and a masters degree.</li> <li>• Advanced learning and contemporary knowledge in area of specialist practice.</li> </ul>  |           |
| <b>Experience</b>   | <ul style="list-style-type: none"> <li>• Experience and credibility with the health care team as a professional resource in speciality/practice area</li> <li>• Networking effectively in area of speciality/practice.</li> <li>• Demonstrated ability to articulate evidence based nursing advice to a Multidisciplinary Team.</li> <li>• Minimum of 3 years practice within the defined scope of clinical speciality/practice.</li> </ul>  |           |
| <b>Knowledge and Skills</b>   | <ul style="list-style-type: none"> <li>• Exercise independent nursing judgement, apply advanced assessment skills, initiate appropriate clinical interventions, evaluate outcomes, advise others and provide sound rationale for actions in area of speciality/practice.</li> <li>• Work independently and in the interdisciplinary team, using evidence based evidence and international best practice, in area of speciality.</li> <li>• Initiate health promotion activities to encourage productive health behaviours and</li> </ul> |           |

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|                           | <p>foster the strengths and potential of patients/consumer and staff.</p> <ul style="list-style-type: none"> <li>• Be a professional leader and role model, with proven ability to inspire, motivate and develop others, in area of speciality.</li> <li>• Be champions for, and promote the profession of nursing.</li> <li>• Current issues for nursing and health in NZ and international context.</li> <li>• Current government policies, codes, guidelines, and legislation impacting on area of speciality.</li> <li>• Current nursing professional standards and codes.</li> <li>• Southern DHB current vision, goals and objectives.</li> <li>• Principles of the Treaty of Waitangi and biculturalism.</li> </ul> |  |
| <b>Personal Qualities</b> | <p>A reasonable level of fitness is required to cope with the demanding physical requirements of the job. The following denote the key physical requirements for the position: standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery / equipment, lifting, overhead reaching, carrying, pushing / pulling, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching, and ability to participate in personal restraint if required.</p>  |  |

**KEY RESULT AREAS:**

| <b>Key Accountabilities:</b>  | <b>Example of successful delivery of duties and responsibilities</b>   |
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| <p><b>Leadership</b></p> <p>Works collaboratively to achieve the organisation, nursing and specialty vision and values, and promotes quality patient outcomes.</p> <p>Inspires, motivates and encourages nurses to initiate and maintain best practice in their specialty area.</p>   |  |
| <ul style="list-style-type: none"> <li>• Takes the leadership role through both direct and indirect patients/consumer care delivery.</li> <li>• Provides senior nursing leadership for the specialty service and consultation to a broad range of hospital, community and professional groups to achieve positive outcomes for patient or population group.</li> <li>• Supports a culture of evaluation and the ongoing quality improvement of nursing practice.</li> <li>• Is actively involved in professional activities such as research, scholarship and policy development at both a local and national level.</li> <li>• Leads system change to improve health outcomes through evidence based practice.</li> <li>• Participates in clinical governance activities</li> <li>• Works closely with team members from a wide range of clinical disciplines, helping to create a productive responsive patient focused team that is able to deliver cost effective quality care.</li> <li>• Represents the specialty nursing perspective.</li> </ul> | <ul style="list-style-type: none"> <li>• Staff are encouraged and supported in their work as it relates to the area of speciality practice.</li> <li>• Fosters and participates in peer review processes, case review and reflective practice.</li> <li>• Team members are motivated and stimulated.</li> <li>• Evaluates current practice, identifies deficits/needs and introduces quality measures.</li> <li>• Participates actively in team meetings.</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Involvement with workforce development and succession planning for the service from a nursing perspective.</li> <li>• Employs and models transformational leadership style and coaches nurses to develop own leadership skills.</li> </ul>  |  |
| <p><b>Clinical Practice</b><br/>Promotes and role models expert nursing care either directly or indirectly, especially for those with complex needs.</p>   |  |
| <ul style="list-style-type: none"> <li>• Provides expert nursing knowledge in the management of patients/consumer care within a defined area of speciality practice, working with the patient, family/whanau or other health professionals to provide timely nursing care to optimise outcomes.</li> <li>• Exercises independent nursing judgement, applies advanced assessment skills, initiates appropriate clinical interventions, evaluates outcomes, advises others and provides sound rationale for actions in area of speciality.</li> <li>• Prescribes advanced evidenced based nursing therapeutics, pharmacological/ non-pharmacological interventions, diagnostic measures, equipment, procedures, and treatments to meet the needs of patients/consumer, families and groups, in accordance with professional preparation, institutional policies and scope of practice.</li> <li>• Acts as a mentor, guides and supports others in the speciality in their assessment, clinical decision making, implementation, evaluation and documentation of care.</li> <li>• Facilitates/initiates inter service collaboration and promotes integrated care between secondary and primary services to improve patient care.</li> <li>• Undertakes extended interventions as authorised by NCNZ.</li> <li>• Networks nationally and internationally to identify and implement nursing advances and changes in speciality practice.</li> </ul> | <ul style="list-style-type: none"> <li>• Maintains a significant presence in the clinical area as a resource, role model, mentor and advocate.</li> <li>• Facilitates / initiates inter-service collaboration to improve patient care.</li> <li>• Provides input into the development of care co-ordination initiatives Professional portfolio maintained PDRP at level 4.</li> <li>• Meets Nursing Council NZ requirements for APC.</li> </ul>                                |
| <p><b>Clinical Practice</b><br/>Works with nursing staff to continuously improve nursing practice and patient/consumer outcomes.</p>   |  |
| <ul style="list-style-type: none"> <li>• Role models expert evidenced based clinical practice, is seen as highly effective, progressive and knowledgeable.</li> <li>• Provides leadership, role models and guides others in nursing practice that is evidenced based and consistent with the principles of the Treaty of Waitangi.</li> </ul>  | <p>Gains support for changes to nursing practice that are based on:</p> <ul style="list-style-type: none"> <li>• quality improvement activity reports.</li> <li>• patient/consumer feedback.</li> <li>• contractual/ legislative changes.</li> <li>• treatment changes current evidence based best practice.</li> <li>• Participates in auditing nursing quality standards, policies, procedures and guidelines and developing action plans relevant to speciality.</li> </ul> |

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| <p><b>Clinical Practice</b></p> <p>Articulates the ethical, cultural and statutory requirements of practice and initiates / responds to changes from the internal and external environment.</p>   |   |
| <ul style="list-style-type: none"> <li>• Provides input into, and helps interpret requirements of new legislation /guidelines.</li> <li>• Supports clinicians in identifying ethical dilemmas working through a decision making framework.</li> </ul>   | <ul style="list-style-type: none"> <li>• Attends and provides input into and feedback from relevant committees.</li> <li>• Nursing specialty submissions are made in the development of relevant organisational and national policies.</li> <li>• Actively manages risk.</li> <li>• Assess the quality of nursing practice in the clinical setting. Collaborates on any changes required.</li> </ul>  |
| <p><b>To demonstrate effective interpersonal relationship skills</b></p> <p>[Description where applicable]</p>  |   |
| <ul style="list-style-type: none"> <li>• Establishes, maintains and concludes therapeutic interpersonal relationships with patient/consumer.</li> <li>• Practices nursing in a negotiated partnership with the patient/consumer and family/whanau where and when possible.</li> <li>• Communicates effectively with patients/consumer and family/whanau and members of the health care team.</li> <li>• Maintains privacy and confidentiality in accordance with HIP Code, DHB policies and procedures etc.</li> </ul>  | <ul style="list-style-type: none"> <li>• Communicates in an appropriate and professional manner, verbal and written.</li> <li>• Privacy Act, Informed Consent and Code of Rights adhered to.</li> <li>• Abides by NCNZ Code of Conduct and Professional Boundaries guidelines.</li> </ul>   |
| <p><b>To participate in inter-professional health care</b></p>  |   |
| <ul style="list-style-type: none"> <li>• Leads nursing and interdisciplinary groups in designing and implementing innovative, cost effective patient care and evidence-based change.</li> <li>• Provides a primary point of contact within the speciality for patients/consumer and health professionals.</li> <li>• Initiates referrals to other members of the health care team in a timely manner.</li> <li>• Evaluates results of interventions using recommended criteria, revises management/treatment and initiates timely referral/care with relevant services/agencies.</li> <li>• Is a competent consultant for interdisciplinary client base.</li> <li>• Contributes to research and the dissemination of findings where possible.</li> <li>• Contributes to the development of interdisciplinary standards of practice and evidence-based guidelines Demonstrate leadership in establishing collaborative relationships within and across departments, hospitals, primary and secondary health to promote optimal patient/consumer health and safety and continuity of care.</li> </ul> | <ul style="list-style-type: none"> <li>• Initiates timely referrals to other services in a timely and thorough manner.</li> <li>• Engages in team and MDT meetings as appropriates.</li> <li>• Initiate appropriate audit processes.</li> <li>• Consistently participates/leads multi-disciplinary team meetings and family conferences, representing the nursing perspective of patient/consumer needs, and enacting outcomes appropriately.</li> <li>• Leads in activities which monitor/audit delivery of quality patient care e.g. Certification processes, and current or retrospective nursing audits.</li> <li>• Engages in submission processes.</li> </ul> |
| <p><b>Education</b></p> <p>Assists in providing for the educational needs of staff within the specialised area of practice.</p>   |   |

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| <ul style="list-style-type: none"> <li>• Collaborates in the development of education programmes related to the area of speciality knowledge and skill.</li> <li>• Develops professional networks Locally, Nationally and Internationally to maintain current knowledge of trends and developments in specialty area.</li> <li>• Participates in collaborative educational networks to meet professional and service needs.</li> <li>• Shares specialist knowledge and skills in formal and informal education activities and ensures that nurses are supported in their development of culturally safe practice.</li> </ul>  | <ul style="list-style-type: none"> <li>• Participates in the educational plan for the speciality.</li> <li>• Participates in nursing forums where relevant to area of practice.</li> <li>• Colleagues are informed of relevant nursing professional trends and issues.</li> <li>• Assists in evaluating educational programmes offered, that focus on the area of speciality practice, to ensure content is evidence based and reflective of current thinking.</li> <li>• Nurses are kept informed of relevant evidence based practice and issues, including ethical issues.</li> </ul>   |
| <p><b>Education</b><br/>Provides educational support for healthcare providers and patients.</p>   |   |
| <ul style="list-style-type: none"> <li>• Disseminates specialty knowledge at both a Local and National/International level to ensure healthcare providers and consumers are informed about the service CNSs provide, hence facilitating access to the speciality support they require.</li> <li>• Shares specialist knowledge and skills in formal and informal education activities and ensures that nurses are supported in their development of culturally safe practice.</li> <li>• Acts as a resource person for patients/consumer and health professionals.</li> <li>• Collaborates with Nurse Educators and line managers to identify staff training needs and to develop an educational plan to address these needs.</li> <li>• Assists in the orientation and preceptor ship of new nurses and student nurses.</li> <li>• Provides clinical guidance and mentoring to nursing and allied health colleagues.</li> </ul> | <ul style="list-style-type: none"> <li>• Teaching sessions are provided for health care providers e.g. general practitioners, practice nurses, staff in rural areas etc, as relevant to area of speciality.</li> <li>• Education programmes are developed for patients/consumers to assist them to achieve their best clinical outcomes. This may include health promotion / wellness activities.</li> <li>• Assists in the compilation of resource material for educational purposes for patients/consumer, families and healthcare professionals updating as required, to promote the sharing of current evidence-based information.</li> </ul> |
| <p><b>Research</b><br/>Promotes quality nursing care through research-based practice</p>  |   |
| <ul style="list-style-type: none"> <li>• Relevant nursing and related research is read, critiqued and discussed as a means of supporting the development of quality nursing practice.</li> <li>• Participates in conferences relevant to area of speciality, as agreed line manager.</li> </ul>   | <ul style="list-style-type: none"> <li>• Patients/consumer research which challenges practice at local and national forums.</li> <li>• Information is communicated to staff within Southern DHB, to maximise the benefit for the patient/consumer and organisation.</li> </ul>  |
| <p><b>Research</b><br/>Role models the application of evidence based best practice principles in own practice, and assist others in research related activities.</p>  |   |
| <ul style="list-style-type: none"> <li>• Demonstrates ability to interpret and implement research findings relevant to area of speciality practice.</li> <li>• Provides research based clinical management options for complex clinical situations / issues.</li> </ul>   | <ul style="list-style-type: none"> <li>• There is evidence of staff participation in research related activities where appropriate and authorised.</li> </ul>   |
| <p><b>Other Duties</b></p>  |   |
| <ul style="list-style-type: none"> <li>• Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</li> </ul>  | <ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> </ul>   |

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| <ul style="list-style-type: none"> <li>Act as a role model for the Southern DHB Organisational Values.</li> </ul>   | <ul style="list-style-type: none"> <li>You produce work that complies with SDHB processes and reflects best practice.</li> <li>Research undertaken is robust and well considered.</li> <li>Live and support the DHB values in everything you do.</li> </ul>   |
| <b>Professional Development – self</b>  |   |
| <ul style="list-style-type: none"> <li>Identifying areas for personal and professional development.</li> </ul>  | <ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with your manager.</li> <li>Performance objectives reviewed annually with your manager.</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>   |
| <b>Health, Safety and Wellbeing</b>   |   |
| <ul style="list-style-type: none"> <li>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems.</li> </ul> | <ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>   |
| <b>Treaty of Waitangi</b>   |   |
| <ul style="list-style-type: none"> <li>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</li> </ul>                                   | <ul style="list-style-type: none"> <li>Partnership – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>Participation – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li>Protection – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul> |

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date