

## Position Description | Te whakaturanga ō mahi

### Te Whatu Ora | Health New Zealand

<b>Title</b>	Registered Nurse (RN) - Trauma Coordinator		
<b>Reports to</b>	Nurse Manager Surgical		
<b>Location</b>	Dunedin		
<b>Department</b>	Nurse Manager Surgical		
<b>Direct Reports</b>		<b>Total FTE</b>	Casual
<b>Budget Size</b>	n/a	<b>Capex</b>	
<b>Delegated Authority</b>	HR	<b>Finance</b>	
<b>Date</b>	1/11/2022		
<b>Job band (indicative)</b>			

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

#### Te Mauri o Rongo – The New Zealand Health Charter (to be confirmed)

Te Mauri o Rongo is currently being finalised – this section provides an overview of anticipated content. In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

<b>Wairuatanga</b>	The ability to work with heart	<i>"When we come to work, we are able and supported by others to be our whole selves. When we return home, we are fulfilled".</i>
<b>Rangatiratanga</b>	Ensuring that the health system has leaders at all levels who are here to serve	<i>"As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all"</i>
<b>Whanaungatanga</b>	We are a team, and together a team of teams	<i>"Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora"</i>
<b>Te Korowai Manaaki</b>	Seeks to embrace and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>

### About the role

The primary purpose of the role is to:

- The Trauma Nurse Coordinator at Dunedin Hospital is a registered nurse with expertise in trauma nursing practice who is responsible for the development, implementation, operation, and evaluation of the Dunedin Trauma service.
- To identify and collect data on non-major and major trauma patients admitted to Dunedin hospital, using the protocols and guidelines set locally and by the Major Trauma Network.
- Manage the data collection of major and non-major trauma patients admitted to hospital and enter the major trauma patients on to the national database.
- To work with speciality teams, throughout the hospital to ensure care for trauma patients follows agreed guidelines and is comprehensive, co-ordinated and occurs in a timely manner
- To work towards case management of identified major trauma patients from admission to discharge under specific protocols, and monitor non-major trauma cases, in collaboration with and under supervision of the specific speciality SMOs identified for each patient.
- To provide expert advice and education to health care practitioners (internal and or external) on the management of patients admitted as result of trauma.
- Work with the various clinical teams throughout the hospital caring for injured patients, to guide the overall care, coordinate necessary resources, assist with the management of the episode of care to achieve best outcomes, document the severity of injury and liaise with pre and post hospital and external agencies involved in trauma care.
- Participate and in some cases lead quality improvement work related to improving the care of patients with both major and non-major trauma.
- To prepare information and at times lead discussion in the trauma Mortality and Morbidity meetings.
- To provide information and support the Trauma Committee meetings
- When possible respond to trauma team activations (trauma alerts and calls) in the emergency department that occur during work hours; function in the scribe assisting the team in the care of the trauma patient.

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
<p><b>1). Co-ordination of trauma patient care</b></p> <p><b>2). To work with specified teams through the hospital to ensure care for trauma patients is comprehensive, co-ordinated and occurs in a timely manner</b></p> <p><b>3). To work towards case management from admission to discharge identified patients under specific trauma care protocols in collaboration with and under supervision of the Trauma Lead Clinician and appropriate speciality clinical teams.</b></p> <p><b>4). Assists, as necessary with interdisciplinary decision-making and problem solving, including identification of clinical issues, provides advice and strategies in relation to planning particularly nursing care, implementing, and evaluating patients with trauma</b></p> <p><b>5.) Advocates for seamlessness and effectiveness in patient care pathways through enhancing collaborative working between services</b></p>	<ul style="list-style-type: none"> <li>• Identifies new trauma admissions through trauma reporting. Completes daily weekday reviews of selected, complex major trauma patients.</li> <li>• Communicates with and utilises the Lead Trauma Clinician for clinical support as required. Uses case review for audit and quality improvement covering advanced nursing practice role.</li> <li>• Uses the quality framework and directorate networks identifying areas for practice improvement and liaises with teams to influence actions to occur.</li> <li>• In collaboration with involved teams and the Trauma Lead Clinician, provides clear guidelines and plans of identified patients, for clinical teams and support services.</li> <li>• Ensures trauma documentation and clinical pathways reflect international/national developments, current research, and best practise findings.</li> <li>• Reviews tertiary trauma assessment ensuring completion in timely manner.</li> <li>• To support ward staff to proactively focuses on trauma patient discharge planning in collaboration with the lead clinical team, anticipating needs and facilitates timely referrals to other services.</li> <li>• To support ward staff in liaison role for trauma patients' family and ensures family members are provided with required information and the opportunity to participate in discharge planning</li> <li>• Influences the seamless and effective facilitation of transfer of trauma patients out of or into Dunedin hospital.</li> <li>•</li> <li>• Reviews care plans and identifies actual and potential care and planning deficits for trauma patients, ensuring detailed and comprehensive care plans are in place for after-hours care. Trauma care planning is undertaken in line with individual, family, and cultural needs</li> <li>• Influences trauma assessments and co-ordinates with services to ensure appropriate care is provided, including discharge planning</li> <li>• Liaises with teams in response to deficits in trauma care and initiates appropriate actions</li> </ul>
<b>Trauma Data Processes</b>	<ul style="list-style-type: none"> <li>• Completes an initial ward round of complex major trauma patients and commences data collection on admission then daily. Collect data on non-major admitted trauma patients</li> </ul>

	<ul style="list-style-type: none"> <li>• Documents the severity of injury by using Abbreviated Injury Scale (AIS) scoring and liaise with Trauma Lead clinician to ensure data integrity prior to data entry.</li> <li>• Maintains the supply of quality trauma data to the national trauma registry.</li> <li>• Receives quality improvement feedback from Trauma registry and adapt changes to ensure robust data processes.</li> <li>• Receives, then disseminates various reports from local data providing interpretation of these to interested and appropriate agencies including rural hospitals.</li> <li>• To prepare an annual report from the data collected in Southland and Dunedin hospital, showing the burden of trauma and trends over the years of data collection with an aim to highlight where future improvements could be made.</li> </ul>
<b>Resource, Consultancy and Education</b> <b>1). To provide education to health care practitioners through identification of needs and co-ordination of appropriate mechanisms</b>	<ul style="list-style-type: none"> <li>• Learning needs of all staff involved in the care of patients with trauma are assessed and analysed as above in association with ward or speciality educators and the Practice Development Unit.</li> <li>• Education targets are set and prioritised in conjunction with the Trauma Service. Targets are reviewed 6 monthly</li> <li>• Education targets are based on identified clinical risks</li> <li>• Planning for the delivery of trauma education is proactive and occurs in collaboration with the Trauma Lead Clinician.</li> <li>• Facilitates formal and informal forums in collaboration with other services to progress and improve health care and quality of clinical practice for trauma patients.</li> <li>• Learning is facilitated in evaluation of education targets occurs 3 monthly and evaluations are reported back to the Lead Trauma Clinician.</li> <li>• Maintains up-to-date knowledge of current evidence and best practice pertaining to trauma management</li> <li>• Attends and contributes to agreed regional and national trauma forums, and symposiums/conferences.</li> </ul>
<b>Continuous Quality Improvement</b> <b>1). To ensure standards of practice and clinical audit service delivery goals and co-ordination of trauma patient care</b>	<ul style="list-style-type: none"> <li>• Leads or facilitates trauma quality improvement activities involving staff in service development where appropriate</li> <li>• Contributes to and/or facilitates the development of agreed trauma documents, which support researched best practice outcomes such as protocols, procedures, guidelines, and standards</li> <li>• Leads the development of care, maps/protocols/guidelines in trauma as appropriate</li> <li>• Identifies and supports research initiatives within the speciality – future plan once trauma data generated</li> </ul>

	<ul style="list-style-type: none"> <li>Identifies and is actively involved in clinical trauma audit activities.</li> <li>Expected trauma outcomes are evaluated and trend analysis used for quality improvement and strategic planning.</li> <li>A variety of reports are prepared regarding service utilisation and effectiveness.</li> <li>Assists with the Hospital Trauma meetings, organising agendas and minutes if required.</li> </ul>
<b>Strategic Role and Liaison</b> <b>1). Acts as an agent of change, by facilitating change processes as recommended by current best practice and policy, in conjunction with relevant stakeholders which result in improvements in clinical practice and patient outcomes.</b>	<ul style="list-style-type: none"> <li>Liaises with nurses, medical staff, allied health professionals and other members of the interdisciplinary team to streamline care and share knowledge for patients with trauma.</li> <li>Establishes and maintains formal and informal networks on a local, regional, and national level.</li> <li>Forms effective working relationships with external and internal agencies involved in care e.g., ACC, St John and Otago Rescue Helicopter service</li> <li>Liaison with public and community organisations, working in collaboration in trauma prevention strategies, guided by local trauma data trends.</li> <li>Continually develops role and provides input to Nurse Director and Nurse Manager regarding service development</li> </ul>

Key Result Area	Expected Outcomes / Performance Indicators – All Te Whatu Ora Leaders
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori</li> <li>Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery, and monitoring of health care</li> <li>Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership</li> </ul>
Equity	<ul style="list-style-type: none"> <li>Commits to helping all people achieve equitable health outcomes</li> <li>Demonstrates awareness of colonisation and power relationships</li> <li>Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery</li> <li>Willingness to personally take a stand for equity</li> <li>Supports Māori-led and Pacific-led responses</li> <li>Supports a co-design framework for trauma quality improvement activities using consumers when able to</li> </ul>
Culture and People Leadership	<ul style="list-style-type: none"> <li>Lead, nurture and develop our team to make them feel valued</li> <li>Prioritize developing individuals and the team so Te Whatu Ora has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others</li> <li>Provides leadership that shows commitment, urgency and is visibly open, clear and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally</li> </ul>

	<ul style="list-style-type: none"> <li>Implement and maintain People &amp; Culture strategies and processes that support provide an environment where employee experience, development and performance management drive achievement of the organisation's strategic and business goals</li> <li>Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo (the Health Charter, once developed), ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained &amp; strengthened</li> </ul>
Innovation & Improvement	<ul style="list-style-type: none"> <li>Be open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table</li> <li>Model an agile approach –tries new approaches, learns quickly, adapts fast</li> <li>Develops and maintains appropriate external networks to support current knowledge of leading practices</li> </ul>
Collaboration and Relationship Management	<ul style="list-style-type: none"> <li>Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same</li> <li>Work with peers in Te Aka Whai Ora   Māori Health Authority and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services</li> </ul>
Health & safety	<ul style="list-style-type: none"> <li>Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives</li> <li>Taking all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes</li> <li>Lead, champion, and promote continual improvement in health and wellbeing to create a healthy and safe culture</li> </ul>
Compliance and Risk	<ul style="list-style-type: none"> <li>Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place</li> <li>Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit</li> <li>Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware</li> </ul>

### Matters which must be referred to the [insert title of reporting manager]

- [insert matters which must be referred]

### Relationships

External	Internal
<ul style="list-style-type: none"> <li>Patients, Families and Whanau</li> <li>Nursing Council/Midwifery Council</li> <li>Unions</li> <li>Other District Health Boards</li> <li>HWNZ</li> <li>NZNO and other relevant professional colleges of nursing and midwifery</li> <li>Community Members</li> </ul>	<ul style="list-style-type: none"> <li>Executive Director of Nursing and Midwifery</li> <li>Nurse Directors</li> <li>Nurse Manager</li> <li>Directorate Leadership Team</li> <li>Clinical Nurse Coordinators</li> <li>Nursing staff</li> <li>Medical staff</li> <li>Allied Health</li> </ul>



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| <ul style="list-style-type: none"> <li>• Educational Institutions</li> <li>• PHO</li> <li>• ACC</li> <li>• GP's</li> <li>• NGO's and Aged Care Sector</li> <li>• Major Trauma Network</li> <li>• Regional and National Trauma Nurse Coordinators</li> </ul> | <ul style="list-style-type: none"> <li>• Administration staff</li> <li>• Southern wide staff</li> <li>• Duty Manager</li> <li>• Educators</li> </ul> |
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### About you – to succeed in this role

#### You will have

#### Essential:

- A relevant graduate and post-graduate qualification
- Experience in implementing Te Tiriti o Waitangi in action
- Be registered with the Nursing Council of New Zealand as a Registered Nurse
- Hold a current Nursing Council of New Zealand annual practising certificate
- Have advanced communication techniques such as conflict resolution, diffusion, and mediation skills.
- Be a critical consumer of research and embrace evidenced based practice when carrying out any task/function.
- Demonstrate professional accountability within scope of practice.
- Have a commitment to ongoing development of nursing skills and in-service education.
- Have as a minimum a competent Professional Development and Recognition Programme (PDRP) profile/portfolio or equivalent.
- Adhere to Te Whatu Ora Southern policies and procedures.
- Can work as part of a team.
- Have ability to 'work together' in a collaborative manner.
- Have ability to 'work smarter' by being innovative and proactive.
- Accept responsibility for actions.
- Be prepared to undertake other duties as reasonably requested by Nursing Director.
- 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.

#### You will be able to

#### Desirable:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance

- Able to maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose, and goals
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities
- Demonstrate a strong drive to deliver and take personal responsibility
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve
- Demonstrate the highest standards of personal, professional, and institutional behaviour through commitment, loyalty, and integrity
- Trauma case management involves an organised, high-level approach to planning care for patients with complex problems
- The position requires sensitivity to individual concerns, the ability to make decisions and take actions to support the decisions made, and the skill to assess and defuse potential conflicts in the interest of the patient
- Input and advice are expected to demonstrate the incumbent's expertise and professional approach
- This role requires the incumbent to have extensive clinical experience combined with an ability to work sensitively across teams while achieving required outcomes and actions
- In all decision-making processes the incumbent must remain committed to resolutely addressing the needs of the patient
- The role requires competent computer skills
- The role requires education on violence intervention strategies aligned with Dunedin hospital policy.
- A high level of knowledge in anatomy is useful to assist with accurate coding of trauma injuries

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*