

Position Description

Employment Agreement:	Individual Employment Agreement/name of Collective Agreement
Position Title:	Nurse Entry to Specialist Practice (NESP) Clinical Coordinator
Service & Directorate:	Mental Health Addictions and Intellectual Disability Directorate
Location:	Dunedin
Reports to:	
Number of direct reports:	Nil
Date:	May 2023

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

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

NESP Clinical Coordinator will effectively deliver the programme in line with the Te Pou o Te Whakaaro Nui Skills Matter Service Specifications:

“The NESP programme will support nurses to develop their professional practice while developing specific skills required in the speciality field of mental health and addiction nursing. As it comprises a formal teaching component and a clinical component the programme will be delivered by an academic provider and a clinical provider working in partnership” (Te Pou o Te Whakaaro Nui Contract for Services).

The main objectives of the Nurse Entry to Specialist Practice Clinical Coordinator are to:

- Deliver the programme in partnership with the academic provider and clinical partners.
- Ensure effective practice development opportunities that integrate theory and clinical practice and reflect professional standards of mental health and addiction nursing.
- Link professional knowledge and education to the specifics of the graduates’ clinical practice.
- Liaise with clinical staff, including for preceptor and supervisor selection.
- Liaise with external providers as required for employment of new graduate nurses.
- Assess the competency of graduates – including ongoing formative assessment over the duration of the programme.
- Resolve any issues between graduates, their preceptors/supervisors.
- Convene an Advisory Group, which provides appropriate knowledge and expertise from the mental health and addiction sector to ensure the relevance and currency of the programme.
- Provide any documentation as required for auditing purposes.

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

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity and Trust	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.
Drive For Results	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

Manages Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and range of expressions of sexuality; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
Motivating Others	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.
Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
Interpersonal savvy	Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

Informing	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.
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KEY RELATIONSHIPS

Within Southern DHB	External to Southern DHB
New Graduate Nurses (District wide) Preceptors Clinical Supervisors Charge Nurse Managers Associate Charge nurse managers Clinical Nurse Specialists Educators Nursing Staff Multi-Disciplinary staff Nursing Director PDU/NETP programme Consumer advisors Maori directorate Advisory Group Members	University of Auckland Otago Polytechnic Southland Institute of Technology External Organisations participating in the NESP programme e.g. SCDHB, Ashburn Clinic, other local NGOs Professional Colleges and Registration bodies Te Pou o Te Whakaaro Nui External Advisory Group members NESP Programme Coordinators - nationally

PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> It is necessary that the applicant has completed post graduate education in mental health and/or is on the Masters pathway. Must be a Registered Nurse with current APC with intermediate/advanced computer skills in Microsoft Word, Excel, and Powerpoint. Holds a current Portfolio (PDRP) and is a trained PDRP assessor or willing to complete this training. 	
Experience	<ul style="list-style-type: none"> Demonstrate a clinical credibility within a clinical specialty area Speak and write clearly, conveying essential information without unnecessary complexity. Demonstrate commitment to an open and inclusive working culture emphasising collaboration and teamwork between and among all professional and consumer groups and across all services Demonstrate sensitivity and leads with a fair and consistent approach in all things 	
Knowledge and Skills	<ul style="list-style-type: none"> Be an excellent communicator, with a positive and problem solving attitude and strong leadership skills. Recognised mentoring and coaching skills. It is essential to have a sensitivity and awareness of cultural and sexuality difference and be focused on service user recovery principles. 	

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	<ul style="list-style-type: none"> • Role-model conflict resolution, diffusion and mediation skills
Personal Qualities	<ul style="list-style-type: none"> • Develop logical and complete plans to resolve issues. • Demonstrate clear purpose and understanding of issues. • Manage own time adopting a disciplined approach to establishing and following priorities of work. • Demonstrate general analytical and functional ability, with the capacity to formulate suitable strategies, solve problems and make correct decisions • Demonstrate personal resourcefulness and decisiveness • Be committed to achieving results through hard work and attention to detail • Exhibit self confidence • Exhibit a desire to succeed by completing challenging assignments and projects on time and to an excellent standard • Be flexible and anticipate rather than respond to change • Demonstrate sound problem resolution skills • Demonstrate behaviour that is consistent with the organisation's values • Demonstrate the ability to think laterally and innovatively about problem-solving • Demonstrate a commitment to professional self-development.

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Programme Planning and Delivery	
<ul style="list-style-type: none"> • Ensure the programme complies with the requisites of the Te Pou o Te Whakaaro Nui Skills Matter Service Specifications. • Ensure the programme complies with Southern DHB standards and policies. • Maintain currency and knowledge of international and national approaches to mental health care. • Work collaboratively and in a timely manner to arrange each year's intake in both DHB provider and non-provider arm settings • Work with NGO and other providers to develop workable models to support graduates. • Be involved in the ACE recruitment process and take responsibility for the advertising and promotion of the programme • Liaise with the DON and Service Managers in areas where Graduates are to be employed. • Meet all graduates and orientate them to the NESP programme requirements at the start of the year. • Organise the preceptor and clinical supervisor allocation in conjunction with CNM's as required. • Graduates who identify as Maori or Pacifica will be made aware of available cultural support. • Organise and facilitate Advisory Group Meetings three times a year. Terms of Reference for the group will be reviewed at the first meeting each year. 	<ul style="list-style-type: none"> • Annual evaluations undertaken by the university of Auckland and Te Pou o Te Whakaaro Nui demonstrate student satisfaction with the programme. • Maintain database and reports that can be used to demonstrate compliance with programme audit requirements. • Support the facilitation of preceptor training and the interprofessional hui in partnership with the NetP team. • Participate in PDRP assessor days. • Compile a list of graduates their preceptor and supervisor. • Support the organisation and facilitation of the Assessment centres for the recruitment of graduates. • Update and maintain currency on SDHB web sites. • Prepare a progress report for each Advisory Group meeting. • Maintain a record of meetings etc in relation to any issues.

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<ul style="list-style-type: none"> • Participate in the auditing, and moderation processes to ensure consistency across programmes. • Help facilitate preceptor workshops to ensure adequate numbers of trained preceptors are available in the organisation. • Liaise appropriately when the schedule requires changing or adjustment • Ensure participants are prepared to meet all the requirements of the NESP curriculum ie Post Graduate Certificate in Health Sciences and Competent Portfolio. • Participate in ensuring NESP PDRP portfolios meet the required standard and are assessed according to the NCNZ process. • Ensure CNMs, Supervisors and Preceptors comply with the requirements of the NESP Te Pou o Te Whakaaro Nui Skills Matter document. • In liaison with CNMs and the graduates organise their alternative placement. • Ensure evaluation of the programme content is sought throughout the year. • Prepare a report on the programme for the Advisory Group at year end. • Monitor the graduates' performance throughout the programme in consultation with preceptors and CNMs. • Deal with any issues of competence in liaison with the graduate, CNM, preceptor, clinical supervisor and CNS. • Prepare and maintain NESP database that meets audit requirements. • Provision of clinical visits to graduates in their area of work for both internal and external programme participants at the mid-year point and as required. 	
Communication	
<ul style="list-style-type: none"> • Develop communication mechanisms that facilitate effective and timely communication across participating provider arm and non-provider arm services regarding the NESP programme proposed dates and plans. • Maintain regular communication with CNMs, preceptors and clinical supervisors. • Develop and promote systems for planning and scheduling purposes • Utilise suitable media to advertise NESP educators who are available to facilitate workshops for the wider mental health staff group. Develop a Business Plan for approval and manage registrations. 	<ul style="list-style-type: none"> • Use of appropriate communication mechanisms (i.e. email, posters, telephone, face-to-face).
Collaboration and other requirements	
<ul style="list-style-type: none"> • Be prepared to accept other challenges as indicated by the Manager or Nursing Director. • Collaborate widely with other providers of education and support for new graduates • Attend local and national forums to ensure currency of the programme and apply this 	<ul style="list-style-type: none"> • Engage with other Mental Health staff to facilitate assessment centres for recruitment. • Attendance at forums, meetings and telephone conferences.

<p>information in role and programme documentation</p> <ul style="list-style-type: none"> • Work closely with the Nursing Director and Service Manager to ensure the progress of the intake is well communicated and any issues are identified quickly and appropriately • Work closely with NESP employing organisations in community (actual and potential) 	<ul style="list-style-type: none"> • Meet with DON/Managers of other DHB or NGO organisations to communicate information about the NESP Programme.
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with Southern DHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>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.</p>	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
<p>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.</p>	<ul style="list-style-type: none"> • 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. • 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. • Protection – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

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