

Position Description

Employment Agreement:	Individual Employment Agreement/name of Collective Agreement
Position Title:	Nurse Entry to Specialist Practice (NESP) Programme Coordinator
Service & Directorate:	Mental Health Addictions and Intellectual Disability Directorate
Location:	Dunedin
Reports to:	
Number of direct reports:	Nil
Date:	September 2019

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 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 Coordinator are to:

- Deliver the programme in partnership with the academic and clinical provider.
- 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
- Participate in curriculum review and development.
- Coordinate clinical teaching days and teaching content.
- Assess the competency of graduates – including ongoing formative assessment over the duration of the programme.
- Marking and moderating of assignments.
- 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.

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 a Masters level qualification in a Mental Health specialty area. Must be a Registered Nurse with current APC with intermediate/advanced computer skills in Microsoft Word, Excel, and Powerpoint. Knowledge of, qualification in, and proven performance in adult teaching and learning principles. Needs proven ability at marking assignments at Post Graduate Level. Holds a current Portfolio (PDRP) at either senior or expert nurse level. It is necessary that the applicant is a trained PDRP assessor to contribute to the assessing, queries and follow-up of NESP portfolios. 	
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 	

	<p>among all professional and consumer groups and across all services</p> <ul style="list-style-type: none"> • 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. • 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. • Plan, coordinate and facilitate the theory timetable in coordination with the academic provider. • Maintain currency and knowledge of international and national approaches to mental health care. • Organise online learning resources to be available to graduates. • Work collaboratively and in a timely manner to arrange each year's intake in both DHB provider and non-provider arm settings 	<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. • Complete assignment marking in a timely manner and participate in moderation of same. • Participate in PDRP assessor days. • Compile a list of graduates their preceptor and supervisor.

<ul style="list-style-type: none"> • 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. • Provide support and assistance to graduates when enrolling in the University of Auckland. • Meet all graduates and orientate them to the NESP programme requirements. • 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. • 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. Both at a teaching session and programme level. • 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. • Complete assignment marking according to the programme processes and participate in moderation meetings. • Organise academic support for those graduates who either request it or for whom it is clear that it is needed. 	<ul style="list-style-type: none"> • Support the organisation and facilitation of the Assessment centres for the recruitment of graduates. • Update and maintain currency on SDHB web sites. • Provide documentation in relation to graduate results to the University of Auckland in a timely manner. • Collect and summarise feedback from the programme, send individual feedback to presenters • 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"> • Provision of clinical visits to graduates in their area of work for both internal and external programme participants. 	
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 information in role and programme documentation • 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"> • Engage with other Mental Health staff to facilitate assessment centres for recruitment. • Attendance at forums, meetings and telephone conferences. • 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>The principles of Te Tiriti o Waitangi, as articulated by the courts and the Waitangi Tribunal will guide the Southern DHB response to Māori health improvement and equity. These contemporary principles include:</p> <ul style="list-style-type: none"> Tino rangatiratanga: Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services. Equity: Being committed to achieving equitable health outcomes for Māori. Active protection: Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity. Options: Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care. Partnership: Working in partnership with Māori in the governance, design, delivery and monitoring of health and disability services – Māori must be co-designers, with the Crown, of the primary health system for Māori. 	<ul style="list-style-type: none"> You will be able to demonstrate an understanding of Te Tiriti o Waitangi, Māori Indigenous rights and current issues in relation to health and health equity ie: Whakamaua: Māori Health Action Plan 2020-2025. You will contribute to responding to the DHBs Te Tiriti o Waitangi commitment to deliver effective and equitable healthcare with Māori patients and their whānau. You will have the ability to incorporate Māori models of health, patient and whānau-centred models of care, and mātauranga Māori. You will have insights into your own cultural awareness and an understanding of how your social-cultural influences inform biases that impact on your interactions with patients, whānau, and colleagues. Recognising that there is an inherent power imbalance in-patient relationship and ensuring that this is not exacerbated by overlaying your own cultural values and practices on patients.

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