

CLINICAL NURSE SPECIALIST

Clinical Quality Improvement and Education, Infection Prevention and Control

JOB DESCRIPTION

ORGANISATION UNIT	Quality and Safety Team
LOCATION	Te Whare Humarie, North Haven Hospice, 24A Takahe St, Tikipunga, Whangarei
RESPONSIBLE TO	Quality and Safety Manager
DIRECT REPORTS	Nil
PRIMARY FUNCTIONS OF THE POSITION:	<p>This role functions within a collaborative leadership model with clinical and quality and safety staff. The primary functions of the position are:</p> <ul style="list-style-type: none"> a) To support the clinical team through evidence based practice and education to continuously improve their performance and capability to deliver a high quality specialist palliative care service. b) To minimise harm and the risk of infection in the delivery of NHH services through coordination of an effective infection prevention and control programme.

FUNCTIONAL RELATIONSHIPS

The Clinical Nurse Specialist will develop and maintain effective relationships with:

Internal

Nursing staff
 Clinical Coordinators - Community and IPU
 Operations Manager
 Medical Director
 Members of the multi-disciplinary team
 Members of the quality and safety team
 Specialist Palliative Care Nurse Educator
 Other hospice staff and volunteers

External

Relevant external education providers
 NDHB staff, with a focus on clinical leaders and educators
 NDHB Infection Prevention and Control Advisor
 Contractors and suppliers in relation to clinical practice and infection control
 Other relevant health and social support agencies
 Hospice NZ quality, education and infection control networks

NORTH HAVEN HOSPICE VALUES

North Haven Hospice has developed a set of values that provide a framework for shaping and building our future. The following values and supporting statements have associated behaviours and there is a clear expectation that all staff will demonstrate these behaviours in their interactions with patients, families/whanau, other staff, and the wider community.

VALUES

SUPPORTING STATEMENT

Integrity <i>Tu Tangata</i>	Integrity requires courage, strength and commitment – it builds trust and trust creates a solid foundation from which respect can grow
Compassion <i>Aroha</i>	Compassion requires partnership and genuine engagement – it is caring and empathy in action

Respect <i>Whakaute</i>	When we treat people with respect we affirm dignity and a sense of self-worth
Excellence <i>Te Hiranga</i>	A culture of excellence inspires confidence, supports learning, and encourages innovation
Teamwork <i>Mahitahi</i>	Teamwork means creating a culture that values collaboration and a belief that better outcomes are achieved if we work together co-operatively and harmoniously
Stewardship <i>Kaitiakitanga</i>	Trustworthiness as an organisation and accountability to the community is shown through the careful management of all resources entrusted to us

KEY RESPONSIBILITIES AND EXPECTED OUTCOMES:

The position of Clinical Nurse Specialist encompasses the following key areas of responsibility:

1. Promote patient focused excellence through service improvement advice, guidance and support with a primary focus on nursing staff
2. Promote a learning environment, facilitating responsive and comprehensive learning opportunities for nursing staff, and others as appropriate, to develop their skills and knowledge in specialist palliative care.
3. Coordinate implementation of a robust infection prevention and control programme across the organisation.
4. Meet core organisational requirements

The outcome requirements of the above key responsibility areas are outlined below:

KEY RESPONSIBILITY 1: Promote patient focused excellence through service improvement advice, guidance and support with a primary focus on nursing staff

Expected Outcomes:

- 1.1 Role model a patient and family/whanau centered approach to service delivery and proactively contribute to the development of a cohesive, positive and professional clinical practice environment.
- 1.2 Maintain knowledge and understanding of patient safety, best practice, current research and trends within palliative care, and share this with staff both formally and informally.
- 1.3 Maintain a significant clinical presence with NHH nurses wherever they work to foster inquiry, critical thinking and clinical reasoning to influence the delivery of quality specialist palliative care services to patients and families.
- 1.4 Work collaboratively with other leaders to prioritise, lead and/or support quality improvement and service development initiatives and projects that enhance patient focussed care, support innovation and draw on current best practice knowledge and sector standards.
- 1.5 Act as a resource and support for staff who wish to lead practice improvement initiatives.
- 1.6 Be a champion of good practice, provide advice as required for the team on interpretation and application of clinical and patient safety standards, policies, procedures and guidelines.
- 1.7 Lead and / or participate in audit and other evaluations of practice, provide feedback on results and work collaboratively with the team on necessary service improvement.
- 1.8 Work closely with other leaders to ensure change management processes are collaborative, well planned and implemented, and that staff are engaged in the changes and the reasons for these.

- 1.9 Carry out the responsibilities of the Document Owner in the development and/or updating of assigned clinical policies and procedures and other related documents.

KEY RESPONSIBILITY 2: Promote a learning environment, facilitating responsive and comprehensive learning opportunities for nursing staff, and others as appropriate, to develop their skills and knowledge in specialist palliative care.

Expected Outcomes:

- 2.1 Work collaboratively with clinical leaders, the nursing team and others as required to identify, define and introduce into practice competencies for beginner, intermediate and specialist palliative care nursing practice
- 2.2 Support the trained preceptors in the orientation of newly employed nursing staff so they attain expected competencies in a timely manner.
- 2.3 Actively promote the progression of staff to attain specialist palliative care nursing competencies in a timely manner.
- 2.4 Assess staff learning needs in conjunction with the clinical leaders.
- 2.5 Deliver and / or facilitate education to meet identified needs using a broad range of group and individual teaching approaches, ensuring that staff develop the necessary skills and remain current, and there is consistency in clinical practice..
- 2.6 Assess and facilitate access to suitable external resources to meet specific learning needs.
- 2.7 Evaluate the effectiveness of education provided.
- 2.8 Actively promote PDRP and support nursing staff in the development of their PDRP portfolio.
- 2.9 Support staff in accurate and timely documentation to ensure clinical notes reflect excellent assessment, care planning and delivery, and evaluation of care.
- 2.10 Actively participate in and/or lead case review and debriefing sessions with staff.
- 2.11 Mentor nurses undertaking formal study.

KEY RESPONSIBILITY 3: Coordinate implementation of a robust infection prevention and control programme across the organisation.

Expected outcomes:

- 3.1 Develop and co-ordinate the NHH infection control programme to meet the requirements of the NZ Health and Disability Services Standard NZS 8134.3:2008; submit this annually to the Clinical Management Team for endorsement, and at least quarterly reports on its implementation.
- 3.2 Keep abreast of legislation, regulations and good practice in infection prevention and control relevant to hospice; undertake formal training as agreed with the QSM; and network with peers in infection prevention and control practice.
- 3.3 Work collaboratively with staff to minimise the risk of infection; this includes establishing an IPC group to develop related policy and procedures, review the results of audit and surveillance, and provide advice to the team.
- 3.4 Establish and maintain an effective working relationship with the IPC Advisor of the NDHB for expert counsel as and when required and at least 3 yearly peer review of the effectiveness of the NHH IPC programme and outcomes; ensure that agreed improvement opportunities are brought to the attention of the team and implemented.

- 3.5 As Document Owner ensure the development and review of necessary infection prevention and control related policies and procedures.
- 3.6 Provide advice to management on any matter related to maintenance of infection prevention and control standards, i.e. building and maintenance, equipment and supplies, staffing and service delivery.
- 3.7 Work collaboratively with the Leadership Team to prevent occupational illness, disease and injury; this includes but is not limited to assessing pre-employment health declarations, making recommendations on staff screening and vaccinations, and surveillance for occupational disease
- 3.8 Maintain as the document owner the records on infection prevention and control and waste and environmental management required for service certification (HDSS).

KEY RESPONSIBILITY 4:

Meet core organisational requirements

Expected Outcomes:

- 4.1 Know, uphold and model the values, philosophy, policies and standards of North Haven Hospice and current recommended best practice standards relevant to the position.
- 4.2 Keep informed about and complies with legal and regulatory requirements including any code of conduct relevant to the position.
- 4.3 Participate in the North Haven Hospice continuous improvement and risk management programme.
- 4.4 Participate in the North Haven Hospice health and safety management programme, acting in accordance with the agreed standards and accountabilities of staff as set out in the Health and Safety policy.
- 4.5 Observe and promote safe work practices and be proactive in hazard management.
- 4.6 Honour the Treaty of Waitangi, respecting the beliefs and values of those who identify as Maori, supporting tikanga practices as they are incorporated into hospice care and services.
- 4.7 Respect the beliefs and values of all people including those of particular cultural, religious, social and/or ethnic groups.
- 4.8 Participate in performance review and development, including attending training relevant to the position.
- 4.9 Act as an ambassador for hospice in the community through work and own social networks whilst maintaining the confidentiality of individuals and not acting or speaking on behalf of or representing North Haven Hospice unless so authorised by the General Manager.

VARIATION OF DUTIES:

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet changing service requirements.

Signed _____ Employee. Date: _____

Signed _____ Employer: Date: _____

CLINICAL NURSE SPECIALIST
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PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS:

Essential:

New Zealand Registered Nurse with current practising certificate
Relevant Post Graduate qualification, e.g. PG Dip Palliative Care
PDRP at Level 4 (expert) level or substantial progress towards
Current NZ Class 1 (motor car) driver licence

Desirable:

Masters' level qualification or substantial progress towards
Certificate in Clinical / Adult teaching

EXPERIENCE

Essential:

At least 5 years post registration experience with skills relevant to the position
Leadership, mentoring and teaching experience

Desirable:

Recent experience in specialist palliative care
Experience in a designated nursing leadership role

AWARENESS AND UNDERSTANDING OF:

Code of Health and Disability Consumers' Rights 1996, revised edition 2014
Health Information Privacy Code 1994, revised edition 2017
Health Practitioners Competence Assurance Act 2003
Health & Disability Services (General) Standard 2008
Health and Safety at Work Act 2015
HNZ Standards for Palliative Care, 2019
Te Ara Whakapiri, principles and guidance for the last days of life, 2017
Medicines Act 1981, reprint as of December 2017
Misuse of Drugs Act 1975, reprint as of December 2016
Misuse of Drugs Regulations 1977, reprint as of September 2017
Nursing Council of New Zealand Competencies for Registered Nurses 2007, amended 2016
Nursing Council of New Zealand Code of Conduct for Nurses 2012
Current issues and trends in relation to North Haven Hospice, specialist palliative care services and professional nursing practice
Te Tiriti o Waitangi/Treaty of Waitangi

SKILLS AND PERSONAL ATTRIBUTES:

A self-starter, well organised with the ability to prioritise and lead effectively
A clear thinker and communicator
Accountability for own actions and self-reflection
Skilled at building and maintaining professional and respectful working relationships
Ability to work collaboratively and deal with complex and challenging situations
Ability to work independently as well as the ability to be an excellent team player
High level of integrity and confidentiality
A strong commitment to excellence in clinical practice and patient/family focussed care
Demonstrated commitment to ongoing professional development.