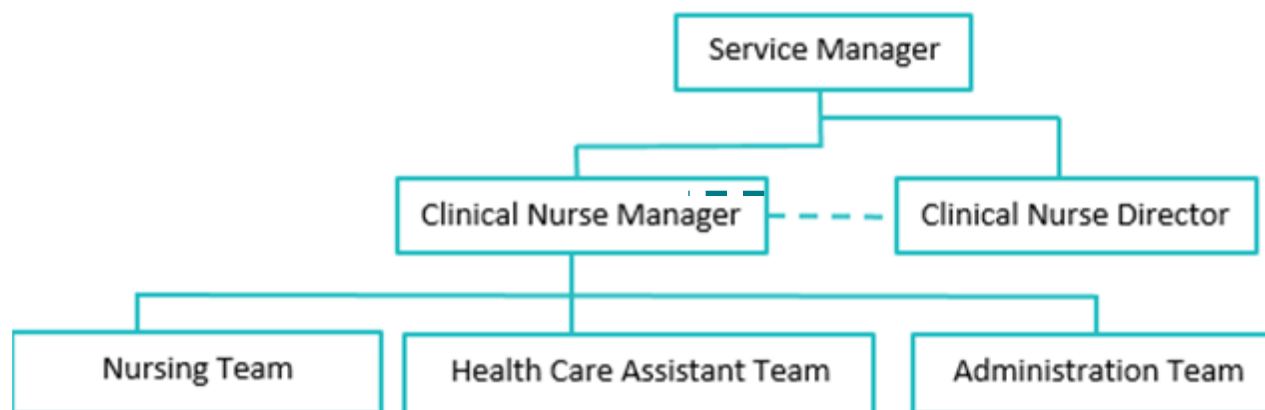


## POSITION DESCRIPTION

<b>Position</b>	<b>Sleep - Clinical Nurse Specialist</b>	<b>Direct Reports</b>	Nil
<b>Responsible To</b>	Clinical Nurse Manager (CNM) – Nurse Specialist Group Medicine Service	<b>Location</b>	Rotorua and Taupō
<b>Financial Delegations</b>	Nil	<b>Date</b>	January 2025
<b>Relationships Internal</b>	Nursing Staff Medical Staff Allied Health Staff Administration Staff Duty Managers Maori Health Teams Multi-Disciplinary Teams Clinical Nurse Educators Clinical Nurse Specialists Clinical Nurse Directors Other Departments	<b>Relationships External</b>	Clients / Patients Family, Whanau, Caregivers Community Agencies Other Health Providers Social Services



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## 1. Primary Purpose(s) of the Position

The Clinical Nurse Specialist (CNS) sleep service is responsible for providing specialist nursing care and expertise both in direct care delivery and provision of nursing expertise and guidance to nursing and other staff in the management of a defined patient group with adult sleep disordered breathing conditions within this specialty.

As a member of the designated senior nursing team the CNS has a key resource role in supporting and enhancing timely, effective care to all patients presenting to the Sleep team. The CNS is required to facilitate multidisciplinary care for complex presentations; promote evidence based principles and practices; and promote timely access to appropriate services. Leads the development of pathways, protocols, and guidelines in the specific area of practice and provide educational support to staff or in partnership with the nurse educator.

As a senior nurse, this role also has a responsibility for improving the quality of professional nursing practice and safe guarding high standards of care in Health NZ Lakes through auditing, researching, evaluating, developing and implementing standards of nursing practice in the specific area of practice and supporting an environment in which excellence in clinical care can flourish

### Key Objectives

#### **Contribution to Service delivery**

*Provides support to CNM and the Gastroenterology team in achieving the aims of the service*

### Expected Outcomes

- Accountable for organisational contribution and results
  - Undertakes and manages a specific portfolio of responsibilities as agreed with the CNM.
  - Provides effective management of care for the agreed population of clients with sleep disordered breathing in association with and under supervision of the Sleep physician.
  - Provide advanced clinical care incorporating nursing and medical care of the highest standard which is safe and appropriate, in a range of settings that can include nurse led clinics.
  - Responsible for case managing patients with sleep disordered breathing who need secondary care.
  - Act as a point of contact to provide information and support to patients,
  - Actively facilitates and role models team working and flexibility between multidisciplinary and support staff members
  - Works proactively with sleep physicians to ensure effective service delivery to patients using the service.
  - Provides care which enables effective patient journeys through the care continuum.
  - Provide leadership in care co-ordination, including advocating for care co-ordination as a core function and responsibility of all health professionals.
  - Monitor clinical outcomes/indicators and manages variance to agreed protocols/pathways.
  - Undertake/participate in audit/reviews of nursing practice and procedures and show a commitment to the accreditation process
-

## Key Objectives

## Expected Outcomes

### **Patient centred care coordination**

*Management of individual patient and whanau care*

- Accountable for planning, priority setting and problem solving
- Undertakes planned comprehensive and accurate nursing assessment of clients in a variety of settings to achieve identified outcomes.
- Demonstrates effective clinical management of rapidly changing/crisis situation.
- Maintains accurate documentation of all aspects of patient/client care provided.
- Ordering, interpreting appropriate diagnostic tests and responsible for follow-up
- Identifies situations of clinical risk and takes appropriate action to ensure a safe environment for patients/clients, families/whanau and staff.
- Provides expert speciality knowledge, clinical leadership and disease management advice for patients and their families / whanau and others involved in the patient's care
- Responds to and communicate findings on patient assessment involving relevant clinician for further diagnostics, or evaluation as necessary.
- Uses advanced knowledge research and skills to provide direct nursing care/interventions for patients in the service to achieve specific outcomes.
- Fosters the provision of positive patient/client outcomes and person centred care..
- Assess client family level of understanding and delivers adjusted, appropriate education to improve knowledge of treatment, prevention of complications and to promote wellbeing.
- Provide advocacy and leadership in facilitating choice and patient centred decisions in the management of care.
- Nursing care plans are monitored and evaluated for effectiveness of nursing care delivery and any changes made in partnership with client and their support network

### **Senior Nursing and Professional Leadership**

*Provide advice/education to nurses and other health professionals*

- Demonstrates nursing leadership through broad problem solving and analytical skills in relation to nursing standards at service, organisational and regional or national level.
- Utilised in an expert/advisory capacity for extensive nursing experience / knowledge.
- Works through, or mentor nurses through, change processes to introduce nursing initiatives which are evidence based and quality focused to improve nursing standards / practice and enhance the service provided. The change process incorporates partnership with Māori, other client groups and the health team.
- Evidence of application of learning gained from post graduate or post registration education to advance own nursing practice / role.
- Actively participates in professional groups to advance nursing practice
- Clinical leadership is evident through the empowerment and motivation of others

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**Key Objectives****Expected Outcomes**

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- Acts as a resource providing advice and education to nursing staff and other health professionals as required.
  - Undertakes coaching and teaching in relation to area of clinical specialty practice to nursing staff and other health professional
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**Ongoing Professional Development**

Maintains and extends own clinical expertise and nursing knowledge

Participates in case reviews and on-going activities as required

- Is responsible for own professional development
- Is available as a resource to the multidisciplinary team, other allied health professionals and community health related personnel
- Participates in health promotion activities pertaining to specialty area
- Attends appropriate in house education pertaining to role

**Professional development and competency**

- Leads and role models appropriate professional conduct by example
  - Leads the review or development of policies and procedures relevant to the area of practice
  - Commitment to and involvement with nursing education and professional development
  - Practices in accordance with legal ethical, culturally safe and professional nursing standards
  - Proactively participates in own performance development and review
  - Attends educational opportunities as agreed, relevant to role and scope of practice.
  - Demonstrates use of best practice knowledge, from nursing and medical research in clinical practice to maximise health outcomes for the specific area of specialty
  - Demonstrates skilled team leadership with patient group referrals and transport
  - Commitment to nursing education and professional development
-



## Key Objectives

## Description

## Expected Outcomes

### Communication and Personal Interaction

#### Te Ringa Hora



*the open hand (denoting someone who is sociable)*

Openly communicates

Transfers information effectively verbally and writes clearly, coherently and succinctly

Shares well thought out, concise and timely information with others using appropriate mediums

Builds team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the team's success

Articulates differing perspective on an issue and can see the merit of alternative points of view

Works with other managers and team to streamline processes for the best efficiency for both teams

Connects with others and listens, reads, people and situations and communicates tactfully

Gets to know their team members and treat them with respect, valuing their contribution

### Strategy & Performance

#### Te Ringa Raupā



*the roughened hand (symbolising a hard worker)*

Spends energy on delivering role requirement and meet objectives. Organises own time to deliver on required tasks and duties

Has an energy approach to work and is self-motivated?

Accepts direction and instruction of manager but is able to work effectively without direction or guidance

Organise time and resources effectively

Understands and work towards achievement strategies to meet shift duties and works towards achieving objectives in any spare moments

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**Key Objectives****Description****Expected Outcomes**

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**Development and Change****Te Ringa Ahuahu**

Te Ringa Ahuahu

*the hand that shapes or fashions something (refers to someone who is innovative)*

Accepts change in day to day practices and contributes to decision making of the team.  
Makes suggestion

Can adjust behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress  
Works with manager and team to make any changes to practice work  
Contributes to change process, offering solution based ideas  
Constructively makes suggestions to improve process or practice and gain efficiencies  
Accepts when ideas are not for implementation

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**Personal Accountability****Te Ringa Tōmau**

Te Ringa Tōmau

*the hand that is trustworthy*

Is open with manager and colleagues and open to accepting feedback and critique to improve upon practice

Offers and receives constructive critique of practice and self  
Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation to allow improvement to be made  
Fosters the implementation of organisational and nursing goals and values promotes Lakes as a centre of excellence for nursing practice  
Responds and queries how improvements can be made  
Advises manager wherever issues maybe impacting on performance  
Recognises areas that could be improve in own practice  
Requests learning and development opportunities to enhance practice in role and/or to assist where improvements can be made

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**Key Objectives**

**Description**

**Expected Outcomes**

**Culture and Values**

**Te Ringa Taurima**



*the hand that nurtures, encourages, supports*

Operates in line with Lakes values and expectations and professional codes of conduct.

- Offers and receives constructive critique of practice and self
- Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation to allow improvement to be made
- Fosters the implementation of organisational and nursing goals and values promotes Lakes as a centre of excellence for nursing practice
- Responds and queries how improvements can be made
- Advises manager wherever issues maybe impacting on performance
- Recognises areas that could be improve in own practice
- Requests learning and development opportunities to enhance practice in role and/or to assist where improvements can be made

**Compulsory Requirements**

**Expected Outcomes**

**Māori Health**

Māori philosophies and values of health are demonstrated in work practice.

- Meaningful relationships are established with Te Aka Matua (Rotorua and Taupo Hospitals) and Lakes Maori Health division in the planning and delivery of services.
- Practices are consistent with Te Tiriti o Waitangi /The Treaty of Waitangi when working with Māori.
- Delivery of safe services for Māori are facilitated by ensuring they can access treatment options and are involved in the planning and delivery of their care.
- Māori are enabled to access and participate in cultural activities provided by the Lakes.
- A commitment to improving the wellbeing of Māori by increasing cultural knowledge in the Lakes is shown.

**Te Iti Kahurangi**

The Lakes Way, Our Place Our Culture.

Works within the Te Iti Kahurangi framework and supporting guide document.

**Record Keeping**

Complies with the Lakes Corporate Records Management policy to create and maintain full and accurate records.

## Compulsory Requirements

## Expected Outcomes

### Quality & Risk

Patient safety is paramount to the service we deliver at Lakes. This is to be achieved in a clinical governance framework that is culturally responsive and identifies and manages risk and opportunities to improve.

Employees are supported to lead by example and implement a culture of continuous quality improvement.  
Risks that may prevent Lakes from achieving their goals are identified, reported, and managed.  
Māori patients are provided patient-centred care to achieve positive Māori health outcomes.  
Needs of Māori are reviewed and reported in the further development of practice, process and or policy.  
Evidence-based methodologies are used to support improvements, e.g. Kaupapa, Māori methodology.  
Quality care is provided to certification standards.

### Health & Safety

Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.

Implementation and reinforcement of a proactive healthy work place culture which reflects relevant Lakes policy and legislative requirements.  
Healthy lifestyles are actively promoted and participated in, within the work area.  
Employees participate in Health and Safety within areas of work.  
Health and Safety activities are appropriately documented within specified timeframes.  
Health and Safety policies have been read and understood and are applied in the workplace.  
Health and Safety policies are appropriately documented within specified timeframes and incidents are reported immediately.  
Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.  
All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

## Signatures:

### Line Manager:

Position Description Approved: \_\_\_\_\_

### Employee:

Acceptance of Position Description: \_\_\_\_\_

*(Please also initial all other pages to show acceptance of position description.)*

## Person Specification

### Essential

### Desirable

### Education and Qualifications

Registration with Nursing Council New Zealand (NCNZ) inclusive of scope of practice

Current Annual Practicing Certificate with Nursing Council New Zealand

Willing to complete or completed a Masters qualification with a focus on the specialty.



**Person Specification****Essential****Desirable**

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	<p>Significant experience with last two years being in the speciality</p> <p>Expected to have met expert level of practice on the Professional Development and Recognition Programme (PDRP), and then participate in the Senior Nurses PDRP</p> <p>Involved in teaching and innovation that has changed clinical practice.</p> <p>Current full drivers licence</p>	
<b>Experience</b>	<p>Recent hospital and /or community experience of working with people with sleep disordered breathing</p>	<p>Has experience in leadership</p>
<b>Knowledge</b>	<p>Health &amp; Disability Code of Consumer Rights 1996</p> <p>Health Information Privacy Code 1994</p> <p>Health Practitioners Competency Assurance Act 2003</p> <p>Human Rights Act 1993</p> <p>Medicines Act 1981 and Medicines Regulation 1984</p> <p>Misuse of Drugs Act</p> <p>Nursing Council of New Zealand Code of Conduct 2004</p> <p>Nursing Council of New Zealand, Competencies for Scope of Registered Nurse 2005</p> <p>Te Tiriti o Waitangi in the provision of health care services and support to Maori</p>	<p>Te Reo Maori</p>

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## Person Specification

### Essential

Te Tiriti O Waitangi in practice, process, policy development and decision making  
Health New Zealand Lakes organisation knowledge and understanding of Te Reo Maori/Correct pronunciation

### Desirable

### Skills

Pronunciation of Te Reo Maori words and names

### Personal Attributes

Caring and compassionate attitude towards clients, whanau and co workers  
Motivated and self-directed  
Excellent interpersonal skills  
Adaptability and flexibility  
Prioritisation time and workload management skills

Non-smoker preferred.



Flexibility and lateral thinking.  
Professional affiliation

## 2. About Te Whatu Ora – Lakes

At Lakes we place the highest value on the health and wellbeing of everyone in our community. As such all healthcare workers are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

### Vision

Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well-being, and ora - describing the state of wellness.

### Strategic Mission

- Achieve equity in Māori health.
- Build an integrated health system.
- Strengthen people, whanau and community wellbeing.

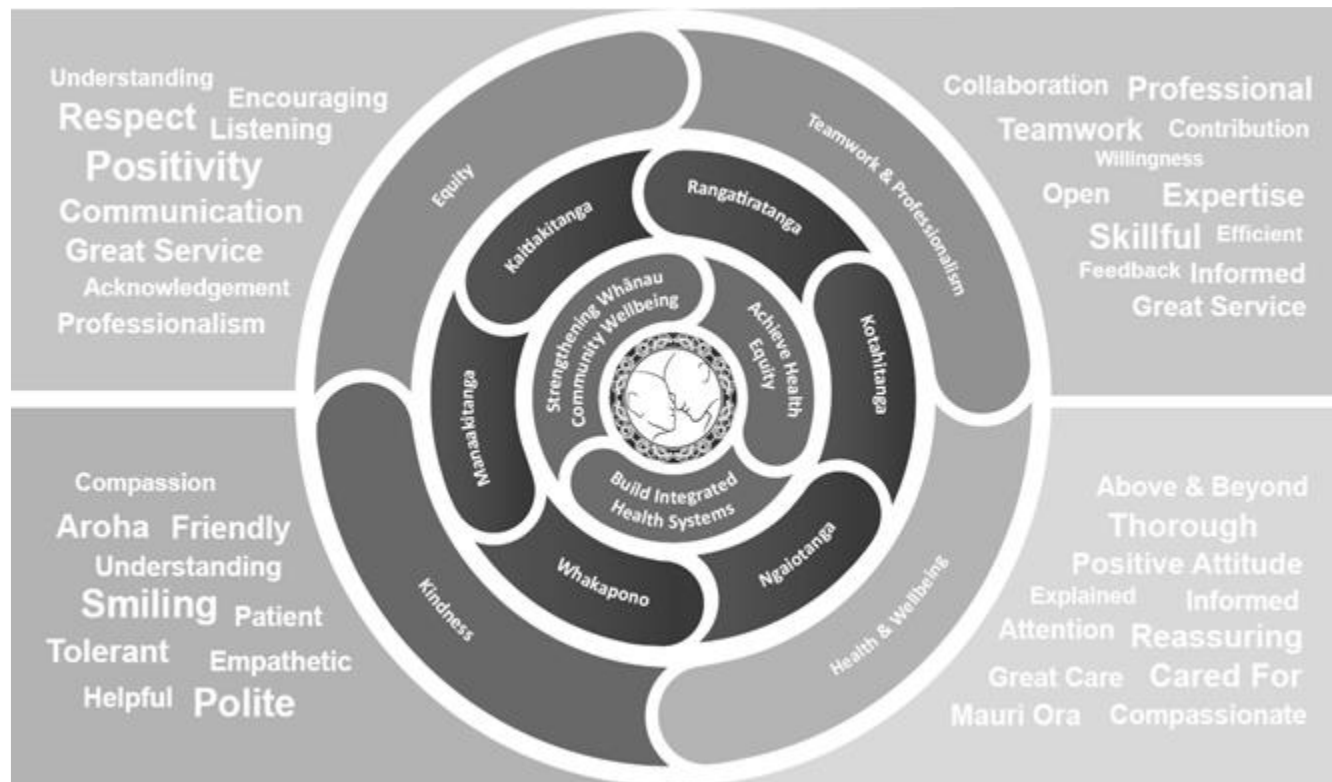
### Three Core Values

**Manaakitanga** Respect and acknowledgment of each other's intrinsic value and contribution.

**Integrity** Truthfully and consistently acting collectively for the common good.

**Accountability** Collective and individual ownership for clinical and financial outcomes and sustainability.

### 3. Te Iti Kahurangi – The Lakes Way, Our Place, Our Culture – We Will



## 4. Te Tiriti O Waitangi

### Our expression of Te Tiriti o Waitangi

The text of Te Tiriti, including the preamble and the three articles, along with the Ritenga Māori declaration, are the enduring foundation of our approach to achieving health and independence. Based on these foundations, we will strive to achieve the following four goals, each expressed in terms of mana.

### Mana whakahaere

Effective and appropriate kaitiakitanga and stewardship over the health and disability system. Mana whakahaere is the exercise of control in accordance with tikanga, kaupapa and kawa Māori. This goes beyond the management of assets and resources and towards enabling Māori aspirations for health and independence.

### Mana motuhake

Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives and to live on Māori terms and according to Māori philosophies, values and practices, including tikanga Māori.

### Mana tangata

Achieving equity in health and disability outcomes for Māori, enhancing the mana of people across their life course and contributing to the overall health and wellbeing of Māori.

### Mana Māori

Enabling Ritenga Māori (Māori customary rituals), which are framed by te ao Māori (the Māori world), enacted through tikanga Māori (Māori philosophy and customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

Lakes is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown's commitment to upholding its Tiriti promises.

## 5. Organisation Structure

