# POSITION DESCRIPTION

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| Position | **Clinical Nurse Specialist – Orthopaedic Outpatients** | **Direct Reports** | Nil |
| **Responsible To** | Clinical Nurse Manager (CNM) | **Location** | Rotorua |
| **Financial Delegations** | Nil | **Date** | February 2024 |
| **Relationships Internal** | Orthopaedic Staff  Admin / Clerical Staff  Nursing Staff  Allied Health Staff  Medical Staff  Other Departments | **Relationships External** | Patients / Whanau  Primary Care Organisations  General Practices  Other Health Providers |

## Primary Purpose(s) of the Position

This is a designated senior nurse role.

The Orthopaedic Clinical Nurse Specialist is responsible for providing specialist nursing care and expertise both in direct care delivery and provision of nursing expertise and guidance to nursing and medical colleagues within the Outpatients Orthopaedic department. As a member of the designated nursing leadership team the CNS has a key resource role in supporting and enhancing timely, effective care to all patients presenting to the Outpatient Orthopaedic department.

The purpose of this role is to provide advanced clinical expertise, leadership and consultancy for patients within the orthopaedic service that promotes health, prevents disease and enhances treatment and care planning. They will work collaboratively within the multidisciplinary team ensuring quality patient care and a safe client journey across the care continuum.

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 Te Whatu Ora Lakes through research, evaluating, developing and implementing standards of nursing practice in the Orthopaedic Service and supporting an environment in which excellence in clinical care can flourish.

| Key Objectives | **Expected Outcomes** |
| --- | --- |
| **Nursing Practice**  Delivers quality nursing care in line with registration and current practising certificate competency requirements of the Nursing Council of New Zealand | * Demonstrates continuing achievement of competencies within the four domains for a Registered Nurse with Nursing Council of New Zealand (NCNZ):   <http://www.nursingcouncil.org.nz/content/download/263/1205/file/Nursing%20comp%20for%20RN.pdf>   * Professional Responsibility; * Management of nursing care; * Interpersonal relationships; * Inter-professional health care and quality improvement. * Meets practice and educational hours in accordance with NCNZ minimum requirements. * Maintains currency in organisational core certification as relevant to the clinical area. * Meets the orientation and on-going knowledge and skill requirements for relevant clinical areas. * Must comply with any specific conditions on practice as determined by NCNZ |
| **Contribution to effective clinical service delivery**  Provides support to Clinical Nurse Manager in achieving the aims of the department. | * Undertakes and manages a specific portfolio of responsibilities as agreed with the CNM. * Actively facilitates and role models team working and flexibility between multidisciplinary and support staff members * Works proactively with medical, nursing and allied health staff to ensure effective services to patients using the department. * Provides care which enables effective patient journeys through the care continuum. |
| **Patient Centred Care Coordination** Management of Patient Care. | * Undertake planned comprehensive and accurate nursing assessment of orthopaedic clients to identify key needs and facilitate best outcomes of care. * Provides direct management of care for the agreed population of ambulatory clients in association with and under supervision of the Orthopaedic Team. * Responds to findings on patient assessment and involves relevant medical specialties for further diagnostics, or evaluation as necessary. * Uses advanced knowledge research and skills to provide direct nursing care/interventions for patients in the department to achieve specific outcomes. * Fosters the provision of positive patient/client outcomes and person centred care. * Ensure all documentation relating to patient care is clear concise legible and meets standards of Te Whatu Ora Lakes documentation. * Implements evidenced based practice with the intention of integrating medical and nursing skills to promote excellence in patient care. * Liaise with other health care professionals across different treatment and support areas to ensure planning and coordination of services aligns the care planning process and treatment plan. * Identifies risk factors to achieve successful independent management and strategizes actions for improving desired patient and treatment outcomes. * Communicates findings from assessment and care planning to others involved in the care of the patient. * Monitor clinical outcomes/indicators and manages variance to agreed protocols/path ways. * Assess client family level of understanding and delivers adjusted, appropriate education to improve knowledge of treatment, prevention of complications and to promote well-being. * Provide leadership in care co-ordination, including advocating for care co-ordination as a core function and responsibility of all health professionals. * Identify and implement strategies to follow up/monitor at risk clients in collaboration with the multidisciplinary team. * Undertake/participate in audit/reviews of nursing practice and procedures and show a commitment to any accreditation process. |
| **Provide nursing care to patients with complex needs** | * Utilises advanced nursing knowledge to conduct patient assessment, care and management of all patients including those on agreed treatment pathways * Maintains required clinical competencies and technical expertise, in clinical assessment and diagnostic reasoning. * Demonstrates advanced clinical judgement and decision making, role modelling best practice. * 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 * Provide education and immediate support based on the patient’s individual need in collaboration with the multidisciplinary team. |
| **Provide support to the Orthopaedic Outpatients service at Rotorua** | * To ensure patients that are referred to the orthopaedic service with major joint issues are accepted onto a pathway that provides the best possible care for the individual as per the set criteria of the Major Joint Pathway. * Management of own nurse led clinics alongside the Orthopaedic team for Major joint follow up patients. * Application of complex casting in Talipes alongside the Orthopaedic team * Management of patient care for follow up fracture management, Achilles management and post-Surgical care removal following set criteria from the Orthopaedic team * Service Improvement Initiatives and regular Audits. |
| **Senior Nursing and Professional Leadership**  Provide advice and education to nurses and other health professionals. | * Demonstrates nursing leadership through broad problem solving and analytical skill in relation to nursing standards at service, organisational and/or national level. * Utilised in an expert/advisory capacity for extensive nursing experience/knowledge. * Works through or mentor’s 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 Maori, other client groups and the health team. * Support development of appropriate skills to support orthopaedic outpatients nursing care requirements. * Supports educational initiatives in partnership with other health professionals to support the Orthopaedic department strategic direction * Clinical leadership is evident through the empowerment and motivation of others   + Acts as a resource providing advice and education to nursing staff and other health professionals as required.   + Undertakes coaching and teaching in relation to Orthopaedics management to nursing staff and other health professionals. |
| **Ongoing Professional Development** | * Maintains and extends own clinical expertise and nursing knowledge * Participates in case reviews and on-going activities as required * 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 * Is responsible for own professional development * 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. |
| **Other Requirements** | * Te Whatu Ora - Lakes is required to provide 24 hour services which at times may require you to change duties or redeploy to another unit/department to ensure safe patient care. * This position description is not exhaustive and you may be requested to perform other reasonable tasks within your scope of practice. |

| Key Objectives | Description | Expected Outcomes |
| --- | --- | --- |
| **Communication and Personal Interaction**  **Te Ringa Hora**    ***the open hand (denoting someone who is sociable)*** | Openly communicates and cooperates with all levels of District employees, patients and visitors. | * Builds and maintains open respectful relationships. * Openly and constructively participates in conversations with multidisciplinary team, patients, managers and visitors. * Accepts differences of opinion can occur but these happen respectfully. * Listens actively, absorbs message and responds appropriately * Establishes rapport with others and gains their respect while being adaptive in relating to different types of people and situation |
| **Strategy & Performance**  **Te Ringa Raupā**    ***the roughened hand (symbolising a hard worker)*** | Spends energy on delivering role requirements and meeting objectives. | * Has an energetic approach to work and is self-motivated. |
| Organises own time to deliver on required tasks and duties. | * Accepts direction and instruction of manager but is able to work effectively without direct guidance. * Maintains expected productivity in line with assigned duties. * Understands and work towards achievement of the organisation’s goals. * On shift is busy completing shift duties. * Utilises effective time management strategies to meet shift duties and works towards achieving objectives in any spare moments. |
| **Development and Change**  **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. | * Constructively makes suggestions to improve process or practices and gain efficiencies. |
| Makes suggestions to increase efficiency of the unit. | * Demonstrates positive attitude and responsiveness to opportunities for improvement. * Is solution focused. * Undertakes and manages a specific portfolio of responsibilities as agreed with the CNM. |
| **Personal Accountability**  **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. * Shows respect and establishes rapport when responding to the different needs of people and practice situations. * Advises manager whenever issues may be impacting on performance. |
| Looks for and undertakes development activities appropriate for role and career development. | * Recognises areas that could be improved in own practice and takes action to address those needs. |
| **Culture and Values**  **Te Ringa Taurima**    ***the hand that nurtures, encourages, supports*** | Operates in line with Te Whatu Ora - Lakes values and expectations and professional codes of conduct. | * Demonstrates manaakitanga, respect, integrity and accountability in every day performance. * Incorporates the Lakes Way into day to day business activities. * Demonstrates the culture and the agreed behaviours of Te iti Kahurangi. * Shows respect for patients, colleagues, managers, Multi-disciplinary team and others. |

| 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 Te Whatu Ora - 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 Te Whatu Ora - Lakes. * A commitment to improving the wellbeing of Māori by increasing cultural knowledge in Te Whatu Ora - 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 Te Whatu Ora - Lakes Corporate Records Management policy to create and maintain full and accurate records. |
| **Quality & Risk**  Patient safety is paramount to the service we deliver at Te Whatu Ora - 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 Te Whatu Ora - 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:

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| **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** | * Registered Nurse with a current Nursing Council of New Zealand (NCNZ) practising certificate in the appropriate scope * Current Annual Practising Certificate * Post Graduate Diploma in Nursing inclusive of an assessment and bioscience paper. * Current full drivers license | * Has or working towards Masters in Nursing. |
| **Experience** | * Recent hospital clinical practice – minimum of 5 years of Orthopaedic nursing in a secondary or tertiary setting. | * Has experience in leadership |
| **Knowledge** | * Te Tiriti O Waitangi in the provision of health care services and support to Māori. * Te Tiriti O Waitangi in practice, process, policy development and decision making. * Health and Disability Code of Consumer Rights 1996 * Health Information Privacy Code 1994 * Nursing Council of New Zealand Code of Conduct 2012 * Nursing Council of New Zealand Competencies for Scope of Registered Nurse 2007 * Treaty of Waitangi Act 1975 and its application to the health setting. |  |
| **Heath Practitioners Competence Assurance Act 2003** | * Pronunciation of Te Reo Māori words and names. * You are required to maintain your current competency based practicing certificate. * You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority). * You must complete the requirements of any competency programme. * You must notify the employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence. * You are required to know the provisions of the HPCAA as the governing legislation | * Proficiency in tikanga and te reo. * Computer literacy |
| **Personal Attributes** | * Contributes positively to the culture of the organisation, is a team player, takes direction and accounts for performance. Demonstrate a caring and compassionate attitude towards clients, whanau and co-workers | * Commitment to on-going post graduate education * Evidence of relevant professional development in specialty clinical knowledge and skills * Professional affiliation * Non-smoker preferred.      * Flexibility and lateral thinking. |
| **Work Tasks (may include any combination of the following)** | * Assesses, plans, implements and evaluates nursing care for patients according to accepted nursing practice and standards; * Works in consultation with other health professionals and members of health teams, and co-ordinating the care of patients; * Provides interventions, treatments and therapies such as medications, and monitors responses to treatment and care plans; * Promotes health and assists in preventing ill health by participating in health education and other health promotion activities; * Answers questions and providing information to patients and families about treatment and care; * Supervises and co-ordinating the work of enrolled nurses and other health care workers. |  |
| **Work Environment** | * Works indoors in hospital wards and clinics and other health care facilities in private and public hospitals and medical centres and specialist practices and clinics. * Works in adequately lit, heated, ventilated and clean, well maintained and hygienic workspaces |  |
| **Work function or Activity** | * Frequently works shifts * Light to heavy physical demand. * Sits occasionally during patient briefings, writing reports and at staff meetings. * Stands and walks frequently to monitor and examine patients, gather and use equipment, medications and deliver other medical interventions. * Lifting up to a heavy demand will be required when moving patients to carry out nursing procedures. * Occasional bending, squatting, crouching, stretching, twisting and reaching may be required when carrying out nursing procedures. * Frequent contact with body fluid and materials will necessitate the use of protective clothing and gloves and safety procedures will be adhered to. * Occasional repetitive hand and finger movements will be necessary when using computers and writing notes. * There will be frequent use of surgical and medical equipment and materials including medicines, medical instruments, blood pressure and temperature taking equipment, medical dressings and sterilising equipment. * Mental activities necessary include a high level of cognitive functioning with nursing, observation, evaluation, assessment, communication, interpersonal, organisational, problem solving and decision-making capabilities. |  |

## 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.

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



## 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.