

# Position Description | Te whakaturanga ō mahi

## Health New Zealand | Te Whatu Ora

<b>Title</b>	<b>Director of Nursing, Mental Health and Addiction services</b>		
<b>Location</b>	Te Pae Hauora o Ruahine o Tararua   MidCentral Hospital and Specialist services		
<b>Department</b>	Te Uru Rauhi, Mental Health and Addictions Service		
<b>Operational reporting line</b>	General Manager: Te Uru Rauhi,		<b>Total FTE 1.0</b>
<b>Professional reporting line</b>	District Chief Nurse, MidCentral HSS		

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

### Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

**Wairuatanga** – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

**Rangatiratanga** – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

**Whanaungatanga** – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

**Te Korowai Āhuru** – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities. Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

## Ngā Papanga Matua - Key Accountabilities

**Te Arataki me te Whakawhitiwhiti Whakaaro: Professional and Strategic Leadership.** Provides strategic interpretation, vision, and leadership for the Mental Health and Addiction Service from a nursing perspective.

**Te Hīranga o te Mahi Hauora: Management of Nursing Care.** Provides professional advice and support to Mental Health, Addiction leadership and senior clinicians to enhance the experience of consumers and whānau .

**Te whakapai ake i te kounga haumaruru me te rangahau me te huringa: Quality and Safety.** Ensures optimal nursing care delivery.

**Te Whakawhanake Ngaioatanga Whaiaro: Effectively plans and develops the workforce.** Professional development and clinical competency enhance nursing clinical practise and leadership.

## Ngā Hononga Aropā Role Relationships

The Director of Nursing is a senior role within Te Uru Rauhi and MidCentral HSS. As such the Director of Nursing will develop relevant functional relationships within and across services, with Māori, Iwi and Pasifika providers, organisations and professional groups across the care continuum.

## MidCentral Hospital and Specialist Services Bicultural Model of Care

MidCentral Director of Nursing for Mental Health and Addictions Role Responsibilities are centred around the Key Accountabilities and the Bicultural Model of Care.

He Korowai Oranga, the Māori Health Strategy (2014) articulates three key concepts of Wai Ora, Mauri Ora and Whānau Ora; these three concepts are understood as a means for achieving Pae Ora (Healthy Futures). These concepts are interconnected and align with the Māori Health Model - Te Whare Tapa Whā. Culturally responsive practice integrates the above elements to reinforce and further strengthen the strategic direction for Māori Health and the advancement of healthcare for all whānau.

Figure 1 MidCentral Bicultural Model of Care.



## About the role

### Te Aronga o te Tūranga - Role Purpose

The Director of Nursing (DoN) provides leadership for the nursing strategic direction, day to day operations, quality and clinical governance, consumer experience and professional development of staff across Mental Health, Addiction Services.

This role is an integral part of the senior leadership team, contributing to and supporting a programme of transformational change and service integration, working collaboratively across directorates and organisational boundaries to influence the nursing contribution to better outcomes for our population.

#### Specific additional accountabilities as designated:

Expert Nursing knowledge and skill through experience

Provide Expert advice and opinion while making recommendations in managing perceived risks across Mental health nursing services.

Works with Associate Director of Nursing, Charge Nurses and service leads to implements contemporary Mental Health and addictions models of nursing care

Create in collaboration with nursing leads a yearly quality plan that ensures specialty specific auditing is completed and area specific quality improvements implemented

Specific additional accountabilities as designated:
<p>Develops and commissions programmes of related nursing specialty work that deliver on meeting strategic priorities</p> <p>Ensure nursing project plans are actively managed and actions delivered on time, with quality and budget.</p>
<p>Demonstrates accountability for directing monitoring and evaluating nursing care that is provided by health care professionals across Mental Health services.</p>
<p>Actively leads internal governance and strategic groups representing and supporting the opinions of the directorate nursing groups.</p>
<p>In partnership with the leadership team, promotes interdisciplinary practices designed to best meet the needs of patients and whānau while optimising the patient journey.</p>
<p>Assist with the professional review of incidents and cases where complaints, queries or HDC require feedback. Over sees the implementation of the learning and improvement requirements.</p>
<p>Participate in external audit as required. Leading the work surrounding hospital certification and corrective actions for nursing in the directorate</p>
<p>Leads and assists senior nurses to manage complex performance development processes across nursing in the directorate. Provide professional support and guidance to specialty nurses across the directorate.</p>
<p><b>Leadership</b></p> <p>Develops a culture of reflection and growth across the Mental health and Addictions nursing workforce, ensuring professional growth and appropriate career development opportunities in line with a workforce development plan</p> <p>Contributes to the hospital wide on call roster</p>

## Key Generic Accountabilities

<b>PAE ORA (HEALTHY FUTURES): KEY ACCOUNTABILITIES</b> <b>TE HAUTŪTANGA RAUTAKI, TŪNGAIO: PROFESSIONAL AND STRATEGIC LEADERSHIP</b>	
<ul style="list-style-type: none"> <li>• Leads with influence across the wider system strengthening the nursing voice at all levels as well as championing new models of care, workforce planning and development and utilisation of the nursing career pathway</li> <li>• Assure excellence in nursing standards of practice and professional conduct, developing robust professional and clinical governance practices</li> <li>• Develop strategic and operational plans for the delivery of an outstanding mental health experience for consumers</li> <li>• Develop appropriate KPIs and other performance measures for the service</li> <li>• Provides leadership for innovation, change processes and coordinated responses to emerging service and workforce needs</li> <li>• Establishes a change culture and capability within nursing to build flexibility, resilience and the achievement of sustainable change outcomes</li> <li>• Develop strategic alliances, partnerships and collaborates with the community, service providers, tertiary centres and colleagues</li> <li>• Ensures the viewpoint of all key stakeholders is heard in decision making relating to MHAD nursing matters, encouraging and supporting decision making at point of impact to strengthen services and improve health outcomes</li> <li>• Fosters research and innovation in MHA Services and Nursing</li> <li>• Represents MHA Services and Nursing at regional, national, and international forums as required</li> <li>• Maintains own growth and professional development</li> </ul>	<p><i>Provides strategic advice to the Leadership team on the implication of plans, discussion documents and policies, and proposed legislative changes. Ensures decisions are made in line with Te Whatu Ora: MidCentral Health's policies. Active participation in Leadership Team, service committees and steering group meetings. All stakeholders understand the vision and direction of MHAS Stakeholders acknowledge highly principled and effective leadership. Timely advice and reports provided to the Executive Team and other managers as required. Clinical change programmes are well led, facilitated and managed ensuring delivery and embedding of change outcomes.</i></p>

**PAE ORA (HEALTHY FUTURES): KEY ACCOUNTABILITIES**  
**TE HĪRANGA O TE MAHI HAUORA: MANAGEMENT OF NURSING CARE**

<ul style="list-style-type: none"> <li>• Ensures nursing practice standards are consistent with relevant professional frameworks, legislation, and evidence-based practice</li> <li>• Provides oversight and leadership of the nursing practice environment and senior nursing roles</li> <li>• Provides support and advice for senior staff and colleagues when coordinating complex and difficult situations</li> <li>• Maintains oversight of the evaluation processes to monitor the effectiveness of practice, in accordance with established standards/performance indicators</li> <li>• Promotes strategies that address health disparities and minimise risk.</li> <li>• Integrates culturally responsive resolution practices when supporting whānau Māori</li> <li>• Reviews consumer feedback and incorporates findings into strategy development</li> <li>• Works in partnership with Pae Ora Paiaka Whaiora and other key enablers to deliver safe, culturally appropriate and effective MHAD care</li> <li>• Ensures MHAD nurses are appropriately led, managed, trained and developed to be clinically and culturally responsive</li> <li>• Ensures equity of resources for Māori enable the service to meet the obligations of Te Tiriti o Waitangi</li> <li>• Ensures systems and processes are developed to enable clinical and cultural audit of customer focus, and equity activities</li> <li>• Ensures that nursing staff not performing to the expected level of clinical and cultural competency are identified at the earliest opportunity and arrangements are made to support and manage as required</li> </ul>	<p><i>Clinical risk is identified and managed accordingly. Appropriate systems, processes and controls are implemented within the portfolio to ensure compliance with legislative and professional requirements</i></p> <p><i>The vision and values are effectively modelled at all times.</i></p>
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**PAE ORA (HEALTHY FUTURES): ADON KEY ACCOUNTABILITIES**  
**TE WHAKAPAI AKE I TE KOUNGA RANGAHAU ME TE HURINGA: QUALITY AND SAFETY**

<ul style="list-style-type: none"> <li>• Develops a culture of high-quality mental health clinical care and professional standards that ensures consumers are treated with respect and individual needs are met</li> <li>• Leads the implementation of least restrictive practices across the organisation, including related governance groups e.g. restraint approval and advisory group</li> <li>• Identifies opportunities to be less restrictive in clinical care</li> <li>• Leads and supports a Clinical Governance framework for MHA Nursing</li> <li>• Leads the development and implementation of nursing related MHAS projects</li> </ul>	<p><i>HQSC and government target campaigns rolled out</i></p> <p><i>Staff attending TOW and cultural responsiveness training</i></p>
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<ul style="list-style-type: none"> <li>• Contributes to the promotion of the articles of the Te Tiriti O Waitangi and the involvement of Māori within decision-making processes</li> <li>• Integrates Māori Health strategies and models of care to drive bicultural quality improvement</li> <li>• Identifies opportunities to create culturally responsive clinical audit processes within MHAS</li> <li>• Supports participation in benchmarking processes e.g., staffing or facilities</li> <li>• Provides nursing input to MidCentral wide quality and safety projects</li> <li>• Leads and supports the evaluation of nursing services and nursing for safety and effectiveness</li> <li>• Provides oversight to policies, protocols and guidelines, ensuring currency in clinical and cultural best practice, that embrace national guideline and Māori and non- Māori frameworks</li> <li>• Provides oversight with co-design, implementation, maintenance, monitoring, evaluation and improvement of:             <ul style="list-style-type: none"> <li>○ Clinical Best Practice and Standards of Care within nursing and health care teams</li> <li>○ Cultural Best Practice and Standards of Care within nursing and health care teams supported by a sound knowledge base of tikanga Māori and the three key concepts of Wai Ora, Mauri Ora and Whānau Ora</li> </ul> </li> <li>• Provides leadership and direction across Directorates (Health and Wellbeing Plan) to ensure delivery on actions for Nursing</li> <li>• Ensures with the Service that internal structures, practices and controls are in place for nursing to monitor and manage resource utilisation, risk, quality assurance and improvement activities</li> </ul>	<p><i>Policies, procedures/guidelines up-to-date</i></p> <p><i>Actively supports and leads credentialed activities supported</i></p>
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**PAE ORA (HEALTHY FUTURES): KEY ACCOUNTABILITIES**  
**KA WHAKARATO I TE WHAKAHAERE TAHUA ME TE KAWENGA TĀKOHA TANGA: BUDGETARY AND FINANCIAL MANAGEMENT**

<ul style="list-style-type: none"> <li>• Contributes to the five year and annual capital expenditure plan for the service and directorate</li> <li>• Risks are identified, recorded and reported in accordance with MidCentral: Risk Policy 6417 and practices</li> <li>• Identifies opportunities and has high level input into business cases for development of new/expanded nursing positions as agreed with directorate leadership</li> <li>• Provides support to and reporting from TrendCare related to nursing utilisation and CCDM outcomes</li> <li>• Actively engages with clinical services to support budget and revenue activities</li> </ul>	<p><i>Participates in budgeting/business planning process</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>
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**PAE ORA (HEALTHY FUTURES): ADON KEY ACCOUNTABILITIES**  
**TE WHAKAWHANAKE NGAIOTANGA WHAIARO: EFFECTIVELY PLANS AND DEVELOPS THE WORK FORCE**

- Introduces initiatives that support a sustainable Mental Health, Addiction nursing workforce and the retention of nurses
- Supports the development of nurse led services which enable nurses to practice to the top of their scope of practice
- Drives change in the workforce around equity and safe cultural practice
- Grows and develops Māori and Pasifika nursing workforce across the rohe
- Leads the reduction in inequities for Māori across MHAS services
- Maintains an overview of professional issues and trends affecting the workforce
- Maintains oversight of professional issues and trends affecting Māori nurses and facilitates and creates opportunities for change
- Evaluates the effectiveness of workforce strategies including Safe Staffing, Kaimahi Ora – Māori Workforce strategy
- Leads the selection process for senior nurses in MHAS
- Ensures Pae Ora or Māori representation are included within staff recruitment and selection processes
- Leads succession planning initiatives
- Leads opportunities for Māori within succession planning processes
- Mentors' senior nurses as appropriate
- Promotes and supports nursing postgraduate education
- Ensures that graduate programmes meet service needs
- Ensures a positive learning culture is encouraged and nurtured
- Recruits and retains Māori and Pasifika nurses and supports Māori and Pasifika students in a culturally responsive and safe environment in partnership with Pae Ora
- Provides leadership and management of direct professional reports, including supporting succession planning and the development of nursing leadership skills
- Identifies opportunities to grow and develop Māori into leadership and management positions

*Ensure initiatives in place with the nurse training facilities to support a sustainable workforce*

*The nurse pathway is visible within the senior nursing structure.*

*Retain graduate nurses for the duration of the NESP programme % Kaimahi Ora/ Māori nursing workforce .*

## About you – to succeed in this role

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### Essential:

- A relevant post-graduate qualification.
- Demonstrated leadership experience
- Registered Nurse with a New Zealand Practising certificate
- Current full Drivers Licence
- Awareness of, and evidence of response to, equity issues across the sector
- Has held a senior role in the Mental Health and Addictions Sector
- Has extensive knowledge and perspective of MHA service delivery
- Has operated within a complex environment, including meeting the needs of multiple organisations at the same time
- Experience of managing functional area and registered professional staff effectively
- A strong mix of strategic and operational skills that include:
  - Providing executive vision, direction and leadership
  - Working with external partnership organisations
  - Innovation in health services and prevention of illness and for targeted groups in society
- Provision of strategic interpretation and leadership for the vision, strategy and delivery of assigned responsibilities within annual plans

Someone well-suited to the role will place a high value on the following:

- Valuing the contribution of others
- Managing stakeholder relationships
- Pro-active management to achieve outcomes
- Devolution of decision making
- A commitment to contribute at a strategic level
- A commitment to promote primary and secondary clinical research in MHAID area

## PHYSICAL ATTRIBUTES

*Under the Human Rights Act 1993 discrimination based on disability is unlawful. Te Whatu Ora MidCentral will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.*

*Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health and Safety/Infection Prevention and Control Team.*

- Ability to navigate restricted work areas.
- Physical capacity for frequent standing, walking, stretching, twisting, bending, and lifting heavy weights; ability to move quickly when required.
- Manual dexterity for repetitive tasks and equipment operation.
- High level of mental concentration.
- Adequate vision to safely administer medications, perform wound care, and work under artificial light.
- Sufficient hearing and speech to communicate effectively with clients and caregivers, including by phone.
- Skin condition must withstand frequent contact with water, soap/alcohol gel, and latex.
- No fissures, scaly patches, or cracks on hands, forearms, face, or neck.
- Must not be infected or colonized with MRSA.
- Health condition should not pose a risk to self, clients, or others due to exposure to blood, body fluids, or infectious diseases.
- Ability to perform effectively in rapidly changing, demanding situations.

## Conditions of Appointment

### **NATURE AND TENURE OF APPOINTMENT (Choose from Either)**

The appointment is permanent but may be terminated by (four weeks) notice in writing by either party. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

### **SALARY**

The annual salary for the position will be negotiated with the successful candidate as an IEA. Salary is proportionate to hours worked. All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

### **HOURS OF WORK**

Regular hours of work will be 40 hours per week.

If the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

### **TREATY OF WAITANGI**

MidCentral is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

### **EQUAL EMPLOYMENT OPPORTUNITIES**

MidCentral is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

### **SMOKE FREE ENVIRONMENT**

MidCentral provides smoke-free workplaces that protect the health and comfort of employees, patients/clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral are smoke-free. Employees are expected to promote smoke-free lifestyles and act as role models when working with patients/clients and in the community.

### **CODE OF CONDUCT**

MidCentral has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral are also required to act with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the State Services Commissioner.

### **CONFIDENTIALITY**

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral. All employees have a responsibility to comply with the requirements of the Privacy Act 1993 and the Health Information Privacy Code 1994 and any subsequent amendments.

Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral's Confidentiality Policy.

### **HEALTH DECLARATION**

Shortlisted applicants will be required to complete a Health Declaration form and provide this to the hiring manager. They may also be required to undergo a medical examination as part of assessing their ability to fulfil the requirements of the position.

### **DECLARATION OF CRIMINAL CONDUCT AND OTHER INFORMATION**

Shortlisted applicants will be required to complete a Declaration of Criminal Conduct and Other Information form and provide this to the hiring manager.

**POLICE CLEARANCE/ CHECK(S)**

Some appointments at MidCentral are subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years. Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required. Notwithstanding the police clearance process upon appointment, in future all MidCentral employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

MidCentral reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

**VULNERABLE CHILDREN ACT 2014**

Due to the this role having contact with children and MidCentral commitment to child protection, shortlisted applicants will be subject to ‘safety checks’ in accordance with the Vulnerable Children Act 2014 before any offer of employment is made. These checks are required in compliance with Health NZ requirements for existing employees in accordance with the relevant legislation.