

Position Description

Vacancy ID: 5672

Position:	Charge Nurse, Regional Cancer Treatment Service Outpatients
Reports to:	Operations Executive
Professionally Responsible to:	Cancer Nurse Manager
Appendix D:	FTE and role specific requirements

Organisation Context

MidCentral District Health Board (MDHB) is well advanced through a transformational change programme to firmly establish itself as a high performing health system that meets the current and future demands of its communities. A key component of the programme is the implementation of Te Wao nui a Tāne/Integrated Service Model – the vehicle by which MDHB will implement the DHB’s strategy (displayed as Appendix B). At maturity, the Integrated Service Model will deliver an integrated health and social system that ensures individuals, people, whānau and communities are the centre of everything we do. The transformation will provide an improved service experience and a work environment where staff feel valued and enabled to carry out their work with excellence.

TE TIRITI O WAITANGI OBLIGATIONS: KEY ACCOUNTABILITIES
<p>Coordinate an innovative continuous quality improvement programme within Clusters for Māori patients. Promote the use of performance, quality and equity data and health outcome information to:</p> <ul style="list-style-type: none"> • Measure and monitor best practice and health inequities • Identify barriers to high quality, equitable care • Identify continuous quality improvement initiatives that focus on achieving health equity, excellent health outcomes, and excellent patient care <p>Ensure the professional and political integrity of MDHB by carrying out all functions in compliance of Te Tiriti o Waitangi by demonstrating ongoing commitments to keeping Te Tiriti alive. Show sensitivity to cultural complexity in the workforce and a high level of cultural competency with consumer and whānau populations of diversity</p> <p>Apply the articles of Te Tiriti o Waitangi in everyday practice:</p> <ul style="list-style-type: none"> • Article 1, Kawangatanga - Partnering for mutual benefit • Article 2, Tinorangatiranga – Māori retain rights to their own treasures, resources and knowledge • Article 3. Oritetanga – Māori are entitled to the same rights and outcomes as that of other citizens • Article 4. Wairuatanga – Spiritual diversity is retained <p>Demonstrate understanding and apply Te Whāre Tapa Whā (the four cornerstones of health), te taha wairua (spiritual aspects), te taha hinengaro (mental and emotional aspects), te taha whānau (family and community aspects) and te taha tinana (physical aspects) to practice</p> <p>Guide others in practice that is consistent with person/whānau centred care and the principles of Te Tiriti o Waitangi</p>

<i>Compassionate Ka whai aroha</i>	<i>Respectful Ka whai ngākau</i>	<i>Courageous Ka mātātoa</i>	<i>Accountable Ka noho haepapa</i>
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Role Purpose

The Charge Nurse ensures the effective allocation of resources to provide delivery of nursing and support services that facilitate efficient ward/unit/service function and management. The Charge Nurse has a key focus of improving delivery of person and whānau centred care, role modelling quality practice and supporting the development of new processes and systems relevant to the work area. The Charge Nurse facilitates multi-disciplinary teamwork and integration of service provision. They have substantial theoretical knowledge, effective leadership skills and are responsible for monitoring and management of staff performance. The Charge Nurse actively supports opportunities for education and training of all staff reports, including Integration of cultural responsiveness training, and ensures practice is evidence-based.

Key Accountabilities

Te Arataki Me Te Whakawhitiwhiti Whakaaro: Clinical and professional leadership: clinical nursing leadership ensures professional nursing practice and excellence in nursing care delivery within the ward/unit

Te Hiranga O Te Mahi Hauora: Management of Nursing Care: lead and support the nursing team's patient and family /whānau nursing care management and coordination within the ward/unit

Te Whakawhiti kōrero whaihua me te mahi ngātahi: Effective communication and team work: promote and lead effective teamwork and collaborative relationships within the multidisciplinary team and across health care settings to optimise health outcomes

Te whakapai ake i te kounga rangahau me te huringa: Quality and safety: accountable for optimal nursing care delivery standards that support patient safety throughout the patient journey

Provides budgetary management and accountability: provides excellence in financial, administrative and operational management at the service operational level

Te Whakawhanake Ngaioatanga Whaiaro: Professional development and clinical competency: Professional development and clinical competency enhance nursing clinical practise and leadership

Role Relationships

This is a senior nursing role within the service, cluster and MDHB. As such the Charge Nurse will develop relevant functional relationships within and across services, with Māori and Iwi providers, organisations and professional groups across the care continuum.

Role Responsibilities

The MDHB Charge Nurse Role Responsibilities are centred around the Key Accountabilities and the Bicultural Nursing Model of Care.

Compassionate
Ka whai aroha

Respectful
Ka whai ngākau

Courageous
Ka mātātoa

Accountable
Ka noho haepapa

MDHB 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 New Zealanders.



Figure 1: Bicultural Model of Care (2018)

PAE ORA (HEALTHY FUTURES): CHARGE NURSE KEY ACCOUNTABILITIES				
TE ARATAKI ME TE WHAKAWHITIWHITI WHAKAARO: CLINICAL AND PROFESSIONAL LEADERSHIP				
<p>WHĀNAU ORA (HEALTHY WHĀNAU): Whānau or families are the cornerstone of Māori, and indeed all people's, lives. An individual person is still in context a member of a family. By providing care in this context it ensures people are attached, grounded and empowered to advance their health, their family health and their wider community.</p> <p>WAI ORA (HEALTHY ENVIRONMENT): Wai or water is the connector of all living life it nourishes and hydrates and represents the natural environment in which we all live. A healthy environment is essential for our individual and collective health.</p> <p>MĀURI ORA (HEALTHY INDIVIDUALS): Mauri is the concept of the life force that is instilled in people and all living things. Mauri Ora is the protection and advancement of this force for health.</p>				
Wairua	Whānau	Hinengaro	Tinana	MEASURES
<ul style="list-style-type: none"> Leads the introduction of contemporary models of nursing care within the ward/unit/service Evidences optimal and integrated nursing care delivery, resulting in positive patient and whānau outcomes Ensures nurses have an annual appraisal, with agreed goals, objectives, leave plans, professional development plans and PDRP Directs, monitors and evaluates nursing care provided through the annual appraisal process Identifies and supports staff education and professional development based on knowledge of service needs and MDHB strategic direction Effectively incorporates students and new graduates into the team and puts in place mechanisms to support their achievement of programme objectives Contributes to the recruitment, retention and succession planning of nurses, with an emphasis on the Kaimahi Ora/Māori nursing workforce Identifies and develops emerging nurse leaders Leads and manages the specialty through active participation in shared governance Represents the specialty nursing perspective outside the area and works collaboratively to achieve the organisation vision, values and strategies Contributes to or leads specific service initiatives as requested by the EDoNM/ADoN/Ops Exec/Ops Lead Contributes to the development of strategic and operational/health and well-being plans for the cluster 				<p>Individual and whānau satisfaction > 85%</p> <p>Staff surveys indicate high satisfaction with CN leadership</p> <p>Staff training completed as required in all areas</p> <p># staff with current appraisals, career plans and PDRP</p> <p>No staff have annual leave balance in excess of 2 years</p>

PAE ORA (HEALTHY FUTURES): CN KEY ACCOUNTABILITIES				
TE HĪRANGA O TE MAHI HAUORA: MANAGEMENT OF NURSING CARE				
<p>WHĀNAU ORA: Whānau or families are the cornerstone of Māori, and indeed all people's, lives. An individual person is still in context a member of a family. By providing care in this context it ensures people are attached, grounded and empowered to advance their health, their family health and their wider community.</p> <p>WAI ORA: Wai or water is the connector of all living life it nourishes and hydrates and represents the natural environment in which we all live. A healthy environment is essential for our individual and collective health.</p>				
Wairua	Whānau	Hinengaro	Tinana	MEASURES
<ul style="list-style-type: none"> Provides nursing leadership within the specialty, ensuring staff have the appropriate knowledge and skills to assess, plan, implement and evaluate patients and whānau health needs Supports nursing staff to <ul style="list-style-type: none"> ensure accurate diagnosis, assessment, interventions, referrals and documentation of patients' health status integrate Te Whare Tapa Whā Māori models of care within assessments and interventions Leads and actively practices equitable approaches to planned and non-planned 				<p>Local Data Councils active in improving practice</p> <p>Patient/whānau participation in goal/outcome setting is >85%</p> <p>I-auditor results meet benchmarks</p> <p>Rosters comply with standards</p> <p># whānau being offered</p>

Compassionate Ka whai aroha	Respectful Ka whai ngākau	Courageous Ka mātātoa	Accountable Ka noho haepapa
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<p>care including discharge planning</p> <ul style="list-style-type: none"> • Maintains oversight of IRR training and testing <p>Working with the Associate Charge Nurse (if in post, otherwise CN responsibility):</p> <ul style="list-style-type: none"> • Ensures nursing care plans are individualised and demonstrate patient and whānau participation in goal setting • Coordinates the day to day nursing activities of the ward/unit/service • Manages staff numbers/skill mix to meet occupancy demands and service delivery requirements • Maintains oversight of the Trend Care allocate staff screen, ensuring all staff are correctly displayed as per policy and guideline • Manages nursing rosters in accordance with safe staffing requirements • Leads daily rounds • Actively manages and monitors patient flow • Prioritises transfers and discharge planning in collaboration with colleagues to ensure seamless service delivery • Monitors and reports on nursing care standards, clinical trends, outcomes and /or key performance indicators • Participates in case review, peer review and debriefing activities as required • Develops, implements, monitors, maintains and evaluates specialty policies, procedures and guidelines which meet best practice requirements 	<p><i>mahi tahi</i> <i># whānau engaging in mahi tahi</i> <i>Monthly financial reports within budget</i> <i>ALOS within benchmarks, or variance is explained</i> <i>All policy and procedure documents are current, referenced/ evidence based, and audited for adherence and effectiveness</i> <i>IRR: 100% staff tested within 4 weeks of employment and annually thereafter</i> <i>Trend Care actualisation and categorisation 100%: measured daily, weekly and monthly</i> <i>100% patients have expected date of discharge on patient journey board/plan of care</i> <i>80% of discharges are within agreed discharge date/times</i></p>
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PAE ORA (HEALTHY FUTURES): CHARGE NURSE KEY ACCOUNTABILITIES				
TE WHAKAWHITI KŌRERO WHAIHUA ME TE MAHI NGĀTAHI: EFFECTIVE COMMUNICATION AND TEAM WORK				
<p>WHĀNAU ORA: Whānau or families are the cornerstone of Māori, and indeed all people's, lives. An individual person is still in context a member of a family. By providing care in this context it ensures people are attached, grounded and empowered to advance their health, their family health and their wider community.</p>				
Wairua	Whānau	Hinengaro	Tinana	MEASURES
<ul style="list-style-type: none"> • Sets standards and monitors interpersonal and therapeutic communication with patients and whānau/ family members by the nursing team • Ensures patient and family/whānau voice and individualised care are provided for through effective team coordination and advocacy • Enables culturally appropriate patient care by assisting the nursing team to understand the diverse needs of Māori and by liaising with the Pae Ora service to provide appropriate support • Enables culturally appropriate patient care by assisting the nursing team to understand the diverse needs of Pacific and other populations by liaising with the relevant cultural unit to provide appropriate support • Evidences effective teamwork and collaboration with key stakeholders and the multidisciplinary team • Ensures processes for regular staff communication and updates are in place 				<p><i>MDT colleagues and services indicate satisfaction with CN support through regular 360 survey feedback</i></p> <p><i>Evidence of participation and leadership via ward meetings/local data councils/communication strategies</i></p>

PAE ORA (HEALTHY FUTURES): CHARGE NURSE KEY ACCOUNTABILITIES				
TE WHAKAPAI AKE I TE KOUNGA RANGAHAU ME TE HURINGA: QUALITY AND SAFETY				
WAI ORA: Wai or water is the connector of all living life it nourishes and hydrates and represents the natural environment in which we all live. A healthy environment is essential for our individual and collective health.				
Wairua	Whānau	Hinengaro	Tinana	MEASURES
<ul style="list-style-type: none"> Evaluates the effectiveness and standards of nursing care Leads, participates in and contributes to all quality improvement activities within the service Identifies situations of clinical and organisational risk and takes appropriate action to ensure a safe environment for patients and families/whānau and staff Monitors and reports all clinical incidents and complaints, ensuring mitigation strategies are in place Actively manages equipment, consumables and imprest to maximise effectiveness and efficiency Assists in CAPEX processes, product evaluation and equipment purchase Contributes to the development of asset plans for the service Supports active Variance Response Management (VRM) with staff including acuity based staffing and redeployment, maintaining a whole hospital focus. Participates in hospital daily operations including completion of the VRM colour status, response and attendance at operational meetings Facilitates regular progress reporting to staff on Care Capacity Demand Management (CCDM) Participates in budget setting including the CCDM FTE calculation process Maintains oversight of one-on-one and cohort hours to ensure consistent, appropriate and accurate use 				<ul style="list-style-type: none"> Evidence of participation in data management Participation in review of policies and procedures to ensure all are current for area Responds to compliments/complaints as they occur Manages incidents % attendance at daily operations meetings % compliance with VRM completion # staff updates and reporting from local data councils completion of FTE calculation

PAE ORA (HEALTHY FUTURES): CHARGE NURSE KEY ACCOUNTABILITIES				
BUDGETARY MANAGEMENT AND ACCOUNTABILITY.				
WAI ORA: Wai or water is the connector of all living life it nourishes and hydrates and represents the natural environment in which we all live. A healthy environment is essential for our individual and collective health.				
Wairua	Whānau	Hinengaro	Tinana	MEASURES
<ul style="list-style-type: none"> Contributes to the development of the annual budgets in conjunction with the Operations Lead and Business Advisor Provides advice to Operations Lead and Business Advisor with the aim of achieving a realistic and workable budget Works within and is accountable for the defined budget, ensuring effective management of financial resources Understands the requirements of financial control and budgeting including FTE, Budget costs, rostering and personal costs; works with the Business Advisor and Operations Lead to achieve this understanding Ensures that costs are effectively managed through reporting on monthly variances, maintaining control of ordering and checking and authorising payment of invoices Ensures sound processes are in place for stock control 				<ul style="list-style-type: none"> Participates in budgeting/business planning process Annual budget and plan is in place Planned staffing budgets reflect planned utilisation patterns

PAE ORA (HEALTHY FUTURES): CHARGE NURSE KEY ACCOUNTABILITIES				
TE WHAKAPAI AKE I TE KOUNGA RANGAHAU ME TE HURINGA: PROFESSIONAL DEVELOPMENT AND CLINICAL COMPETENCY				
MĀURI ORA: Mauri is the concept of the life force that is instilled in people and all living things. Mauri Ora is the protection and advancement of this force for health.				
Wairua	Whānau	Hinengaro	Tinana	MEASURES
<ul style="list-style-type: none"> Participates in relevant service and professional development programmes Establishes annual goals and professional objectives Maintains professional portfolio, professional practicing certificate are maintained Attends educational opportunities/conference/forum relevant to the role 				<p>As per requirements of NPD and PDRP</p> <p>Evidence of one education presentation per year that integrates cultural and clinical best practice exemplars</p> <p>Staff training record up to date</p>

INDIVIDUAL RESPONSIBILITY FOR WORKPLACE HEALTH & SAFETY UNDER THE HEALTH AND SAFETY AT WORK ACT (2015)
<p>Be familiar with all policies and procedures as they affect the work environment.</p> <p>Be familiar with, able to apply, and comply with all MDHB Health & Safety policies and procedures in the work environment (i.e. Health & Safety Policy, Infection Control Policy, Emergency Response Manual and Procedures Flip Chart, use of safety equipment and materials)</p> <p>Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation. Ensure that safe working procedures are practised and no person is endangered through action or inaction.</p> <p>Be aware of, and identify hazards and take action accordingly, including preventing or minimising the adverse effects of hazards as reasonably practical at the time.</p> <p>Ensure that all incidents including near misses are reported within the required timeframe using the District Health Board’s incident reporting system, and that issues of concern are raised to the appropriate staff when identified.</p> <p>Actively participate in the District Health Board’s health and safety programmes, through input into meetings, feedback through committee structures, activities directed at preventing harm & promoting wellbeing in the workplace, be aware of and liaise with the Health & Safety Representative for the area as appropriate.</p>

Role Specifications

Essential

- Registered Nurse
- Current New Zealand Annual Practising Certificate
- Completed or working towards Masters Qualification
- Recent experience as Associate Charge Nurse
- Expert Level (4) Professional Development Recognition Programme (PDRP) Portfolio
- Recognised by peers as a leader of nursing practice and staff
- Computer literacy
- Current Treaty of Waitangi and Cultural Responsiveness training
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Attributes

- A well-defined understanding of the essential qualities that promote a well-integrated and successful team approach to patient care
- The ability to prioritise, organise, problem solve and the flexibility to consistently maintain a productive work environment
- Ability to achieve desired outcomes within a changing and often unpredictable environment
- Able to coach and develop staff with an active commitment to professional growth and development
- A capacity to demonstrate strong clinical leadership
- A strong patient and family/whānau focus
- A commitment to the development of the nursing profession
- A passion for improving nursing practice and standards of care
- A commitment to cultural awareness and its application to nursing practice
- An understanding of Tikanga Best Practice
- Active involvement in relevant, professional/other organisations

Area Specific Requirements are outlined in the CN Position Description Appendix D

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful.

MDHB will make all reasonable efforts to provide a safe and healthy workplace for all, including people 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 MDHB's Occupational Health & Safety Unit.

- Ability to move about and undertake necessary duties including attendance at necessary District Health Board meetings and related regional, national and public meetings.
- A high degree of mental concentration is required.
- Must be able to function under rapidly changing and demanding conditions.
- Visual ability sufficient to read, write/record and enable accurate performance of essential duties.
- Hearing and speech sufficient to communicate with other people effectively both individually and by telephone (including cell phone) and in group meetings.
- Manual dexterity sufficient to drive and operate computer and other tools necessary to undertake essential duties.
- Freedom from colonisation or infection with MRSA.

Conditions of Appointment

EMPLOYMENT AGREEMENT

The Collective Agreement which covers the work of this position is the District Health Boards/ NZNO Nursing and Midwifery Multi-Employer Collective Agreement (Collective Agreement) which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the New Zealand Nurse Organisation (NZNO) union.

NATURE AND TENURE OF APPOINTMENT

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 within the range of Grade 6 of the Senior Nurses salary scale.

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

Hours of work will be 40 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 District Health Board, 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 District Health Board 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

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

SMOKE FREE ENVIRONMENT

MidCentral District Health Board 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 District Health Board 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 District Health Board has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral District Health Board 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 District Health Board. 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.

It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a "need to know" or consultancy basis.

*Compassionate
Ka whai aroha*

*Respectful
Ka whai ngākau*

*Courageous
Ka mātātoa*

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Ka noho haepapa*

Confidential information concerning a patient or people and whānauwho is receiving or has received services provided by MidCentral District Health Board 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 District Health Board’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 District Health Board 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 District Health Board employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

MidCentral District Health Board 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.

CHILDREN’S ACT 2014

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

APPLICATIONS

Applicants are required to complete an official form of application, providing names and addresses of three confidential referees* – one being the current or most recent employer or educator, and attaching a CV and cover letter. Copies of recent testimonials or any other information considered pertinent to the position may also be included. You can choose to submit your application via our online process or in writing.

To apply online, please visit the “Vacancies” page under “Working at MDHB” on our website: www.midcentraldhb.govt.nz. Hard copy application forms are available by contacting Human Resources on +64 6 350 8850 or email vacancy@midcentraldhb.govt.nz. If returning by post, your application should be addressed to **Human Resources, MidCentral District Health Board, Private Bag 11036, Palmerston North 4442.**

Appendix A – MidCentral DHB’s Values and Behaviours

All employees of MidCentral District Health Board will adopt and aspire to role model the behaviours based on its values in the following way:

COMPASSIONATE - KIA WHAI AROHA

- Is responsive to the needs of people, whānau and the community.
- Strives to deliver beyond expectations and go the extra mile.
- Shows concern for others and offers proactive and timely assistance and support to others.
- Is empathetic and mindful of others and sensitive to their feelings.
- Creates an environment where others feel safe and supported, encouraging them to contribute and share their views and perspectives.

RESPECTFUL – KIA MĀTĀTOA

- Shows politeness, admiration and honour to others and does not cause offence.
- Actively listens when someone is speaking and shows value for other peoples’ perspectives.
- Genuinely engages and listens to others and considers their views while making decisions.
- Is inclusive of diverse perspectives and the cultural beliefs of others and actively seeks to improve own knowledge.
- Recognises team member strengths and development needs, and coaches them to maximise their potential.

COURAGEOUS – KIA WHAI NGĀKAU

- Speaks up when things are not right.
- Is adventurous in search of feedback and is open to feedback.
- Puts organisational interests ahead of their own.
- Speaks up when they have to contribute or when other’s behaviour is inconsistent with the DHB’s values.
- Champions innovative ideas in the team, and on behalf of the team.
- Is willing to question accepted approaches and processes and open to challenge.

ACCOUNTABLE – KIA NOHO HAEPAPA

- Acknowledges and assumes responsibility for their actions and does not blame others when things go wrong.
- Strives for excellence and delivers high quality care that focuses on the needs of the consumer and whānau.
- Is innovative and strives for quality and excellence.
- Following through on conversations – saying what you will do and doing what you say.
- Is able to intervene effectively when progress against budgets, plans or projects is off track.
- Is committed to rapid resolution of complaints, problems and issues.

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Ka whai aroha*

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Appendix B – MidCentral DHB’s Strategy

WE ARE COMMITTED TO

Ka ū tā mātou mahi



WE ARE ABOUT

Better health outcomes, better health care for all

Ko tā mātou mahi

He whakapai ake i te hauora hei oranga mō te katoa

WE WILL BE

Compassionate *Respectful*
Courageous *Accountable*

Ka pēnei mātou

Ka whai aroha *Ka whai ngākau*
Ka mātātoa *Ka noho haepapa*

INDIVIDUALLY AND TOGETHER WE WILL

Achieve quality and excellence by design

Connect and transform primary, community and specialist care

Partner with people and whānau to support health and wellbeing

Achieve equity of outcomes across communities

He mahi takitahi hei toa takitini

Kia kounga, kia hiranga te hoahoa

Kia mahi tahi me te tangata, me te whānau hei tautoko i te hauora me te oranga

Kia tūhono e pai ake ai te atawhai tuatahi, te atawhai hapori, te atawhai ngaio

Kia tōkeke ngā hua mō ngā hapori katoa

WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

People **Partners** **Information** **Stewardship** **Innovation**

Ka eke angitu mātou mā

Ō mātou iwi *Ō mātou hoa mahi* *Te whakamōhio* *Te tiaki* *Te auaha*

Appendix C: Registered Nurse – Scope of Practice

(under the Health Practitioners Competence Assurance Act 2003)

Registered nurses utilise nursing knowledge and complex nursing judgment to assess health needs and provide care, and to advise and support people to manage their health. They practise independently and in collaboration with other health professionals, perform general nursing functions, and delegate to and direct enrolled nurses, health care assistants and others. They provide comprehensive assessments to develop, implement, and evaluate an integrated plan of health care, and provide interventions that require substantial scientific and professional knowledge, skills and clinical decision making. This occurs in a range of settings in partnership with individuals, families, whānau and communities.

Registered nurses may practise in a variety of clinical contexts depending on their educational preparation and practice experience. Registered nurses may also use this expertise to manage, teach, evaluate and research nursing practice. Registered nurses are accountable for ensuring all health services they provide are consistent with their education and assessed competence, meet legislative requirements and are supported by appropriate standards.

There will be conditions placed in the scope of practice of some registered nurses according to their qualifications or experience limiting them to a specific area of practice. Some nurses who have completed the required additional experience, education and training will be authorised by the Council to prescribe some medicines within their competence and area of practice.

The Nursing Council's Competencies for Registered Nurses (2016) describe the skills and activities of registered nurses.

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Appendix D: CHARGE NURSE POSITION DESCRIPTION

(use in combination with MDHB Generic CN Position Description)

Role Title	Charge Nurse, RCTS Outpatients
Reports to:	Operations Executive
Professionally responsible to:	Cancer Nurse Manager
Full-Time Equivalent:	1.0

Reporting line

Te Uru Matai Matengau: Cancer Screening, Treatment and Support

The following appendix will not replace or remove any of MDHB CN Key Accountabilities and Measures as outlined in the MDHB CN Position Description (Generic): The Appendix is designed to outline the area / service specific requirements for the CN role that are additional to those outlined in the generic MDHB CN position description.

Specific Area / Service Requirements for this MDHB CN role:

Additional activities as designated:	Performance Measures
Management of Clinical Care	<ul style="list-style-type: none"> Coordinates care delivery within Oncology Day Unit and the Regional Cancer Treatment Service Outpatient clinics (including Clinical Haematology, Medical Oncology and Radiation Oncology) over a Monday to Friday period through effective processes to manage <ul style="list-style-type: none"> •Skill mix •Allocation •Workload •Coordination of supplies and equipment as appropriate •Admission and discharge planning •Development of nursing and care assistants •Maintenance of the therapeutic environment Ensures continuity of provider and care through the episode of care and ensures effective flow of information. Role models excellence in clinical practice and patient management processes Ensures allocation of skill mix by effective rostering practices across the Oncology Day Unit and RCTS Outpatient clinics - Clinical Haematology, Medical Oncology and Radiation Oncology Establishes and maintains functional relationships with managers and clinicians of integrated services utilising the skills and resources of the Oncology Day Unit Builds and maintains relationships with cancer nurse leaders across the RCTS partner DHB's

Specific Manager/Charge/Team Leader Responsibilities for Workplace Health & Safety:

<p>As a line manager, take responsibility for ensuring compliance and promotion of Health and Safety practices within the team/area.</p>	<p>Performance Measures</p> <ul style="list-style-type: none"> • All new staff in the team undergo relevant and compliant Health & Safety induction, in line with company policy. • Health & Safety is an agenda item for team meetings. • Ensure that the areas you lead and are responsible for are represented in health and safety activities through worker participation. • Any Health & Safety representatives within the team are supported to attend committee meetings regularly and to undertake appropriate Health & Safety activities. • Hazard identification, reporting and monitoring measures are completed appropriately. • Incident reviews and corrective action plans are completed appropriately and within timeframes. • Proactively engages in, monitors and supports appropriate injury management processes for staff e.g. return to work plans
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