

## *Position Description: Charge Nurse*

Business area: Clinical

FTE: As per Conditions of Employment

Reports to: Patient Care Manager

### *Position Objective:*

- To be professionally accountable for the leadership and provision of safe, effective clinical care to patients and their family/whanau in their area of responsibility.
- To support the business objectives of the organisation.

### *Functional Relationships:*

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"> <li>• Patient Care Manager</li> <li>• Perioperative Services Manager</li> <li>• Quality Coordinator</li> <li>• Charge Nurses/Midwife.</li> <li>• Hospital Coordinators</li> <li>• Nurse Educators</li> <li>• Infection Control Co ordinator</li> <li>• Booking Coordinator</li> <li>• All other St George's staff</li> </ul>	<ul style="list-style-type: none"> <li>• Clinicians</li> <li>• Allied Health Professionals</li> <li>• Relevant associated groups incl CDHB personnel</li> <li>• Patients whanau and support persons</li> </ul>

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### *Key Areas of Accountability:*

Area of Accountability	Expected Results
<p><b>Professional Practice</b></p> <p>To role model clinical leadership</p>	<ul style="list-style-type: none"> <li>• Supports the hospital mission statement, values and strategic goals through clinical leadership and the provision of expert care to patients, whanau and family.</li> <li>• Provides expert clinical leadership and coordination of resources within the ADU &amp; Preadmission based on the models of care framework and is accountable for the delivery of optimal nursing care.</li> <li>• Leads and contribute to the delivery of integrated nursing care by evaluating and promoting clinical pathways across the continuum of care.</li> <li>• Promotes business relationships with clinicians and their staff to ensure effective communication with the key stakeholders to meet the business and strategic goals of the organization.</li> <li>• Directs, monitors and evaluates nursing care provided by staff through performance planning.</li> <li>• Completes staff performance reviews identifying a clear plan for staff to meet clinical competencies requirements.</li> <li>• Role models excellence in service and provides guidance for quality nursing practice in accordance with Nursing Council requirements and within the professional boundaries stipulated in the Code of Conduct.</li> <li>• Initiates and maintains clear and accurate records ensuring compliance with the documentation requirements of the organization.</li> <li>• Manages emergency procedures in their area, maintaining a safe and secure patient/whanau care and work environment.</li> <li>• Ensures appropriate delegated authority for non-registered staff.</li> <li>• Contributes to nursing strategies for effective succession planning, recruitment and retention</li> <li>• Contributes toward strategies to ensure a patient- centred service and</li> <li>• attracting clinician use of ADU as admission site.</li> </ul>
<p><b>Clinical resource management</b></p> <p>To coordinate systems to ensure optimum service delivery</p>	<ul style="list-style-type: none"> <li>• Proactively develops processes to ensure an effective pre-entry to service for all patients.</li> <li>• Works collaboratively with the Booking office, Patient Care Manager, Charge Nurses and clinicians to ensure efficient and effective bed placement. / and ADU admission process</li> <li>• Ensures a process to meet the checking and monitoring requirements at a clinical level of emergency equipment, consumables and pharmaceuticals as per legislation and hospital policy</li> <li>• Manages complaints and feedback effectively and refers and escalates appropriately</li> <li>• Ensures safe, appropriate and financially responsive rostering and maintaining/adjusting management systems (Trendcare and TRAK)</li> <li>• Ensures efficient and effective coordination of resources (staff, equipment supplies and pharmaceuticals).</li> </ul>
<p><b>Interpersonal Relationships/Leadership and Teamwork</b></p> <p>To ensure effective teamwork and the achievement of St George's vision and strategic plan</p> <p>To communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"> <li>• Promotes harmonious working relationships within the department and with clinicians and other staff members.</li> <li>• Appreciates and respects the contribution of others within the team.</li> <li>• Contributes positively to the goals of the team and the organisation.</li> <li>• Communicates effectively, honestly and openly with other team members.</li> <li>• Fosters co-operation across clinical and administrative groups.</li> <li>• Models St George's values.</li> </ul>



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<p><b>Inter-professional Healthcare and Quality Improvement</b></p> <p>To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> <li>• Reviews and contributes to the development of policies and procedures.</li> <li>• Ensures own availability to clinicians/allied health professionals and hospital staff to discuss quality of care delivery.</li> <li>• Ensures services are delivered to patients and clinicians in a professional and customer focused manner.</li> <li>• Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes.</li> <li>• Participates actively in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification and QHNZ Accreditation process status.</li> <li>• Participates in case review sessions.</li> </ul>
<p><b>Professional Development</b></p> <p>To demonstrate a commitment to personal and professional development and actively assists with teaching and training.</p>	<ul style="list-style-type: none"> <li>• Maintains professional standards at all times by applying the standards of practice as laid down by the professional body and the organisation.</li> <li>• Promotes, supports and motivates others to ensure an environment conducive to learning, enquiry and research for colleagues, patients and visitors.</li> <li>• Oversees clinical supervision and preceptorship or orientation of nursing staff, students and other members of the multidisciplinary team.</li> <li>• Demonstrates and facilitates contemporary knowledge and skills.</li> <li>• Understands and adheres to all legislative requirements and follows St George's Hospital policies and procedures.</li> <li>• Participates in an annual performance appraisal and the setting of performance objectives aligned to the goals of the organization.</li> <li>• Identifies own learning requirements/deficits and discusses development plan with Manager.</li> <li>• Attends CPR updates and familiarises self with emergency equipment.</li> <li>• Attends relevant study days and in-service education.</li> <li>• Participates in approved research programmes as requested.</li> </ul>
<p><b>Organisational Culture</b></p> <p>To support a strong and positive image of St George's within the community and with key internal and external stakeholders</p>	<ul style="list-style-type: none"> <li>• Fosters co-operation across the organisation.</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a "customer focus".</li> <li>• Maintains confidentiality in respect to St George's operations, business, employees, clients and patients.</li> <li>• Adheres to St George's policies and procedures.</li> </ul>
<p><b>Cultural understanding of the Treaty of Waitangi</b></p> <p>To promote cultural awareness within St George's Hospital</p>	<ul style="list-style-type: none"> <li>• Understands and demonstrates an awareness of the obligations relating to the Treaty of Waitangi and the implications in practice.</li> <li>• Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi.</li> <li>• Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori.</li> <li>• Respects diversity of cultural and religious beliefs amongst staff and patients.</li> </ul>
<p><b>Cultural Safety</b></p> <p>To promote cultural awareness within St George's Hospital</p>	<ul style="list-style-type: none"> <li>• Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations</li> <li>• Respects diversity of cultural and religious beliefs amongst patients, family and staff</li> <li>•</li> </ul>
<p><b>Health &amp; Safety</b></p> <p>To ensure a safe working environment</p>	<ul style="list-style-type: none"> <li>• Ensures accidents and untoward incidents occurring in the department are reported.</li> <li>• Takes reasonable care for personal health and safety.</li> <li>• Takes reasonable care that own acts or omissions do not adversely affect the health and safety of other persons.</li> </ul>



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<b>Area of Accountability</b>	<b>Expected Results</b>
	<ul style="list-style-type: none"><li>• Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at work Act 2015</li><li>• Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.</li><li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li><li>• Recognises safety hazards and initiates appropriate corrective actions.</li><li>• Attends fire and evacuation lectures and participates in drills as required.</li><li>• Participates in Health and Safety training as mandated by St George's from time to time.</li></ul>
<b>Organisational effectiveness</b> Contributes to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none"><li>• Looks for ways and means to actively and effectively promote cost effectiveness.</li></ul>
<b>Other Duties</b> To undertake other duties as requested by the Patient Care Manager from time to time	<ul style="list-style-type: none"><li>• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li></ul>



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### *Qualifications, Experience and Personal Qualities*

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse with evidence of post graduate study</li> <li>Holds a current practicing certificate (NZNC) with appropriate conditions</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Post-graduate certificate</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Advanced health assessment skills</li> <li>Relevant extensive surgical nursing</li> <li>Proven ability in nursing leadership or management</li> </ul>	<ul style="list-style-type: none"> <li>Problem solving skills</li> <li>Motivational skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Integrity</li> <li>Uses initiative</li> <li>Is proactive, innovative and adaptable</li> <li>Is an effective communicator</li> <li>Is self directed and works well under pressure</li> <li>Works well autonomously and as an effective team member</li> </ul>	

*Agreed by:*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Employee)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Hospital Manager