



**Te-Upoko-me-Te-Karu-o-Te-Ika**  
**Mental Health, Addictions and  
 Intellectual Disability Service**

**Role Description**

<b>Position:</b>	<b>Clinical Coordinator</b> ID Services Mental Health, Addictions & Intellectual Disability Service (MHAIDS) 3DHB
<b>Hours of Work:</b>	<b>Full time</b> Monday – Friday
<b>Responsible to:</b>	<b>Team Leader</b> ID Services Mental Health, Addictions & Intellectual Disability (MHAID) Service 3DHB
<b>Location(s):</b>	Porirua/Kenepuru Hospital

The Vision, Mission Statements and Values of each of the three DHBs are highly congruent.

Wairarapa DHB Vision:	Well Wairarapa - Better health for all
Hutt Valley DHB Vision:	Whanau Ora ki te Awakairangi Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.
Capital & Coast DHB Vision:	Better Health and Independence for People, Families and Communities.
Wairarapa DHB Mission:	To improve, promote, and protect the health status of the people of the Wairarapa, and the independent living of those with disabilities, by supporting and encouraging healthy choices.
Hutt Valley DHB Mission:	Working together for health and wellbeing Our mission demonstrates the Hutt Valley DHB's commitment to a cooperative way of working. This includes staff working cooperatively, working in collaboration with the people and organisations we fund, working with organisations from other sectors and working within our community.
Capital & Coast DHB Mission:	Together, Improve the Health and Independence of the People of the District.

Wairarapa DHB Values:	Respect – whakamana tangata; integrity – mana tu; self-determination – rangatiratanga; co-operation – whakawhanaungatanga; and excellence – taumatatanga.
Hutt Valley DHB Values:	'Can do' – leading, innovating and acting courageously; Working together with passion, energy and commitment; Trust through openness, honesty respect and integrity; Striving for excellence.
Capital & Coast DHB Values:	Innovation, Action, A focus on People and Patients, Living the Treaty, Professionalism through Leadership, Honesty, Integrity and Collaboration, Excellence through Effectiveness and Efficiency.

## Context

### Wairarapa DHB

Wairarapa District Health Board (DHB) is located 1.5 hours north of Wellington and Hutt Valley. It covers a large mainly rural geographic area from Cape Palliser on the south coast, to Mount Bruce in the north. Secondary hospital services are provided from the new 90 bed Wairarapa Hospital (2006) in Masterton, serving a population of around 40,000. Wairarapa DHB has a unique relationship with primary and community services to meet the needs of their population.

### Hutt Valley DHB

The Hutt Valley District Health Board (DHB) is a hospital and health provider in the Hutt Valley, located 20 minutes from Wellington.

Hutt Valley DHB provides secondary and tertiary, medical and surgical hospital services along-side community based health care. The main facility is Hutt Hospital in Lower Hutt, which has 260 beds. Hutt Valley DHB funds local health providers and works collaboratively with the community to create and support multiple health education initiatives and projects within the region.

### Capital and Coast DHB

The Capital and Coast District Health Board (CCDHB) covers a region extending from Wellington to Otaki. It comprises delivery arms in primary, secondary and tertiary health. Hospital and Health Services (HHS) is primarily responsible for the hospital and health services delivered via a new Wellington Regional Hospital; a secondary and community facility at Kenepuru; a Forensic, Rehabilitation and Intellectual Disability Hospital at Ratonga Rua-o- Porirua; and Kapiti Community Hospital.

Collectively, joint services provided across the three DHBs are referred to as 3DHB in this role description.

## **Service Perspective**

The hospital and health services of the DHBs provide a range of services, one such group of services includes Mental Health, Addictions and Intellectual Disability (MHAID) Service. The Service has over 1400 employees and annual revenue of \$135m.

MHAIDS spans three DHBs - Wairarapa, Hutt Valley and Capital and Coast DHB's and includes local, regional, and national services. The local MHAID services are provided from multiple sites within the 3DHB sub-region – greater Wellington, Hutt Valley and Wairarapa. Te Korowai Whariki services include regional forensic and rehabilitation services covering the Central region while the intellectual disability services extend the length and breadth of the country from six bases located in Whangarei, Auckland, Cambridge, Wellington, Christchurch, and Dunedin.

The core business of the Service is the provision of quality specialist services, integrated with primary and secondary providers in the communities we serve.

The Service is committed to the underlying principles of:

- ☐ The New Zealand Disability Strategy: Making a World of Difference – Whakanui Oranga.
- ☐ Te Tahuhu and the Mental Health Blueprint for Mental Health Services in New Zealand to guide and direct service design, delivery, development, and review.
- ☐ Intellectual Disability High and Complex Framework
- ☐ Te Tiriti o Waitangi as the founding document of Aotearoa/New Zealand.

The Service has access to business support services including Human Resources and Finance. In addition, management and delivery of clinical services across the Service is underpinned by consultation, advice, and support from a range of cultural, consumer, and family advisors, and business, quality and organisational development personnel.

## **Team Perspective (ID Services)**

ID Forensic Services has adult, youth and community services. Haumietiketike is a regional intellectual disability secure forensic unit which has 11 beds. The Cottages have a total of eight beds and are located next to Haumietiketike which is on the Ratonga-Rua-o-Porirua campus in Porirua.

Hikitia Te Wairua is the national intellectual disability secure forensic youth unit which has 6 beds. Hikitia Te Wairua is co-located with the Youth Acute Inpatient Mental Health Inpatient Unit (Rangatahi) and the National Secure Youth Forensic Unit in the Centre of Excellence at Kenepuru Hospital.

The Community team provides two functions: as a Mental Health Intellectual Disability Team which provides assessment and treatment services in the Wellington region and consultation/liaison and training in the central region; and as a Consultation Liaison team which provides assessment and support in the central region to patients whose behaviour has resulted in legal proceedings.

## **Role Perspective**

To ensure the ID service delivers an effective and efficient service that facilitates clinical excellence and health outcomes. To lead by delivering effective rostering, resource and leave management of staff.

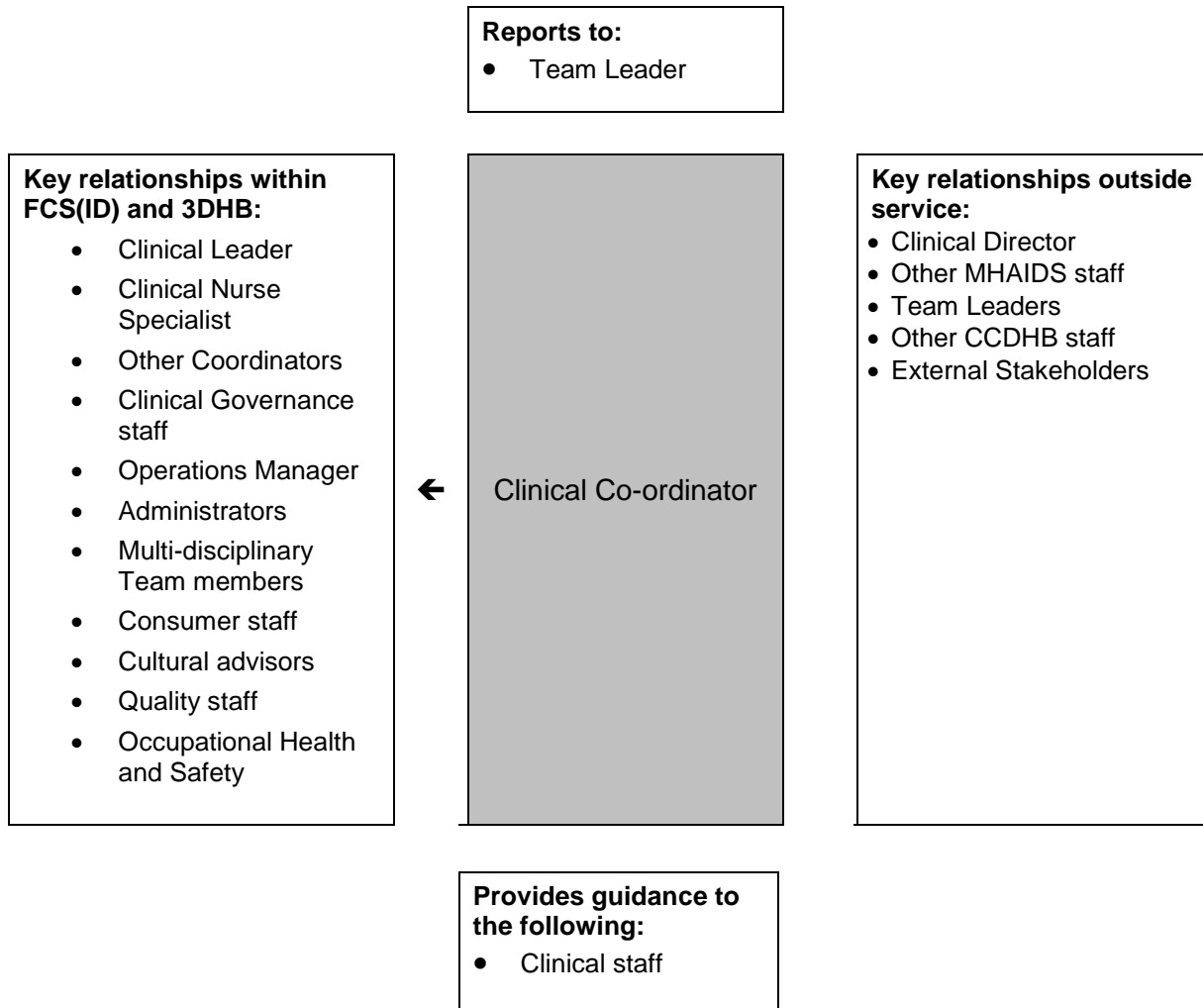
<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>Key Performance Indicators / Measures</b>
<b>1. Leadership</b>	<ul style="list-style-type: none"> <li>Delegated responsibility for aspects of the Team Leader role (eg Performance Management, Clinical Governance)</li> <li>Clinical coordination</li> <li>Professional practice standards are maintained and monitored</li> <li>Organisational Advocacy</li> <li>Recognition of financial and resources constraints</li> <li>Monitoring of annual leave and sick leave</li> <li>Involvement with Occupational Health if required</li> </ul>	<ul style="list-style-type: none"> <li>Quality indicators</li> <li>Reportable events</li> <li>Patient satisfaction</li> <li>Complaint rates</li> <li>Staff feedback</li> <li>Attend relevant MDT's</li> <li>Ensure that there is a partnership plan and wellness plan for each client</li> <li>HR Processes and Annual Performance reviews are completed for all staff (as delegated)</li> <li>All new staff have appropriate preceptors and orientation schedule is arranged.</li> <li>Develop and audits core/speciality standards for area</li> <li>Evidence of supporting the implementation of organisational initiatives.</li> <li>Assist with staff and client meetings as required.</li> <li>Careful use of resources</li> <li>Ensuring coverage for staff requesting leave after being approved and entered in roster</li> <li>Keeping a ledger of sick leaves and a written report to Occupational Health for staff that may have extended sick days in consultation with Team Leader</li> </ul>
<b>2. Education, Research and Teaching</b>	<ul style="list-style-type: none"> <li>Appropriate utilisation of resources</li> <li>Staff will be engaged in appropriate education</li> </ul>	<ul style="list-style-type: none"> <li>Evidence to support PDRP</li> <li>Nursing staff within delegated group have portfolio evidence of ongoing Nursing Council competence requirements and meets organisational core competency</li> <li>Current education plan for addressing area needs including core competencies and speciality skill development.</li> </ul>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>Key Performance Indicators / Measures</b>
		<ul style="list-style-type: none"> <li>• Orientation manual is current in consultation with Educator</li> <li>• Contribution to the development of patient information resources</li> <li>• Evidence of student/NESP learning experiences during their placements.</li> </ul>
<b>3. Quality Development</b>	<ul style="list-style-type: none"> <li>• Actively contributes to Continuous Quality Improvement activities within the service</li> <li>• Delegated responsibility for monitoring, reporting and ensuring quality and standards of practice to support a safe patient journey and workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies improvement opportunities and notifies the TL of these</li> <li>• Participates in the service's quality improvement activities</li> <li>• Provides good patient/client service and is responsive to patient/client requests or complaints</li> <li>• Complies with standards and works to improve patient/client satisfaction</li> <li>• Area policies, protocols and guidelines are current</li> <li>• Procedure changes are consulted with and approved within the team using DHB policy processes.</li> <li>• Participates in quality audits</li> </ul>
<b>4. Professional Practice and development</b>	<ul style="list-style-type: none"> <li>• Works with colleagues in professional development activities</li> <li>• Participates in recognised post registration education</li> </ul>	<ul style="list-style-type: none"> <li>• Portfolio evidence of ongoing Nursing Council competence requirements</li> <li>• Evidence of professional development activities undertaken with colleagues.</li> </ul>
<b>5. Risk Minimisation</b>	<ul style="list-style-type: none"> <li>• Actively contributes to risk minimisation activities within the service</li> <li>• Identifies risk and suggests improvements</li> <li>• Participates in the service's risk minimisation activities</li> <li>• Complies with policies and procedures</li> <li>• Participates in financial and quality audits</li> </ul>	<ul style="list-style-type: none"> <li>• Risks are managed and kept to a minimum</li> <li>• Notifies identified risks to the TL</li> <li>• Participates in the services risk minimisation activities</li> <li>• Participates in audits</li> <li>• Complies with the CCDHB reportable events policy and other policies and procedures</li> <li>• Evidence of contribution to risk minimisation</li> </ul>
<b>6. Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Complies with responsibilities under the Health &amp; Safety in Employment Act 1992</li> </ul>	<ul style="list-style-type: none"> <li>• Regular meetings with the Health &amp; Safety Representative</li> <li>• Risk Register</li> </ul>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>	<b>Key Performance Indicators / Measures</b>
		<ul style="list-style-type: none"> <li>• Health &amp; Safety Compliance</li> <li>• Has read and understood the Health &amp; Safety policy and procedures</li> <li>• Actively supports and complies with Health &amp; Safety policy and procedures</li> <li>• Cooperates with the monitoring of workplace hazards and employees health</li> <li>• Evidence of support and compliance with Health &amp; Safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury</li> </ul>
<b>7. HR</b>	<ul style="list-style-type: none"> <li>• Ensures all HR processes are completed as required</li> </ul>	<ul style="list-style-type: none"> <li>• Provide guidance to all staff on expected work behaviours and the first responder to performance issues as these arise, noting that the Team Leader is responsible for all HR matters.</li> </ul>
<b>8. Supports cultural practices in inpatient services</b>	<ul style="list-style-type: none"> <li>• Works to support staff and the team to find a balance between clinical and cultural demands</li> </ul>	<ul style="list-style-type: none"> <li>• Supports and enthusiastically attends to the Tikanga programme</li> <li>• Operationalising cultural activities in partnership with kaumatua/kaimahi</li> <li>• In MDR supports the process to allow for multi-clinical, cultural and consumer input</li> <li>• Can show evidence how the inpatient team brings both clinical and cultural practices together to enhance outcomes for consumers</li> </ul>

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## Key Relationships & Authorities



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## Capability Profile

### Knowledge and Experience

To be defined at appointment

- Knowledge and understanding of the relevant legislation, standards and guidelines. These include but are not limited to:

Standards of Practice for Mental Health Nursing in Aotearoa New Zealand

<http://www.nzcmhn.org.nz/Publications/Standards-of-Practice-for-Mental-Health-Nursing>

Health and Disability Services Consumers' Code of Rights

<http://www.hcd.org.nz/the-act--code/the-code-of-rights>

New Zealand Nursing Council's (NCNZ) Nurse Practitioner/Registered Nurse/Enrolled Nurse Competencies

<http://nursingcouncil.org.nz/Nurses/Scopes-of-practice>

NZ Nursing Council Code of Conduct for Nurses (2012)

<http://nursingcouncil.org.nz/Nurses/Code-of-Conduct>

NCNZ Guideline: Responsibilities for direction and delegation of care to enrolled nurses (2011) NCNZ

Guideline: Responsibilities for direction and delegation of care to Health Care Assistants (2011)

NCNZ's Guidelines: Profession Boundaries (2012)

<http://www.nursingcouncil.org.nz/>

New Zealand Nurses Organisation (NZNO) Code of Ethic (2010)

<http://www.nzno.org.nz/portals/0/publications/Code%20of%20Ethics%202010.pdf>

NZNO Social Media and the nursing profession: A guide to online professionalism for nurses and nursing students (2012)

The Health and Disability Commission's Code of Health & Disability Services Consumer Rights

<http://www.hdc.org.nz>

### Experience

- Experience in roster management

### **Essential Professional Qualifications/Accreditations/Registrations:**

- Registration with the appropriate professional body.
- A current practicing certificate.
- Application onto the Professional Development and Recognition Programme (PDRP) to demonstrate a minimum of proficient level of practice.
- Progression onto the senior pathway must occur within the first 12 months

### **Someone well suited to the role will place a high value on the following.**

- Living the DHB Values
- Civility, respect and collaboration in practice
- Challenging Stigma and Discrimination of service users
- Applying the principles of Te Tiriti o Waitangi to practice
- Practicing in a manner that service users determine as being culturally safe
- Respect and collaboration in practice
- Delivering an exemplary standard of care
- Leading profession and service delivery
- Active involvement in decision making
- Working professionally with others



- Working within existing resources
- Practice informed by research evidence
- Innovation
- Thinking critically
- Active involvement in the professional development pathway
- Working effectively with the community

The MHAID 3DHB Services are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

The MHAID 3DHB Services are committed to Te Tiriti o Waitangi principles of partnership, participation, equality and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Maori cultural practices.

The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting

**Date effective: May 2019**

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