

Health New Zealand

Te Whatu Ora

Counties Manukau

POSITION DESCRIPTION

Advanced Clinician Burn Social Work

This position is considered a **Core / Non-Core Children's Worker** and will be subject to safety checking as part of the Vulnerable Children Act 2014

Position Holder's Name:

Position Holder's Signature:

Manager/Supervisor's Name:

Manager/Supervisor's Signature:

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Health NZ Te Whatu Ora Counties Manukau			



Healthy Together

Our Strategic Goal

We care about achieving health equity for our community.

Together, the Counties Manukau health system will work with others to achieve equity in key health indicators for Maaori, Pacific and communities with health disparities.

We will measure the impact we have on healthy life years every year. This is our commitment to act and be deliberate in our choices and priorities.

This means that people will live longer healthier lives in the community.

Our Shared Values

Kind

Care for other people's wellbeing.

Excellent

Safe, professional, always improving.

Valuing everyone

Make everyone feel welcome and valued.

Together

Include everyone as part of the team.



PURPOSE OF THE POSITION

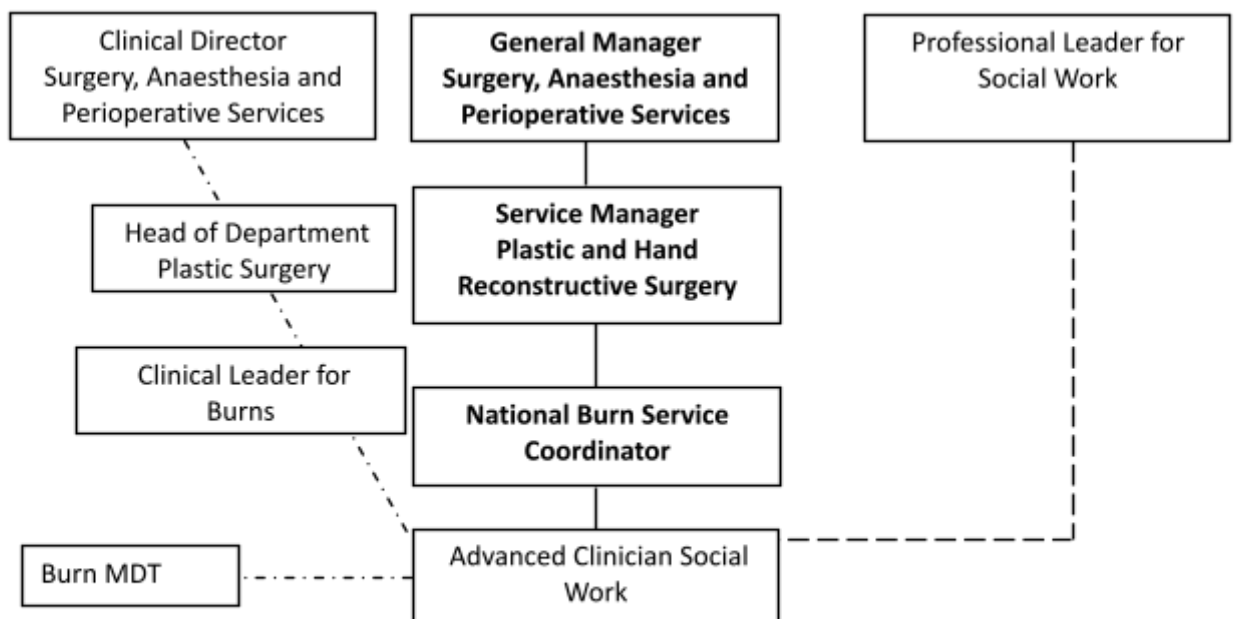
This Advanced Clinician social work position is responsible for providing a patient and whaanau centred safe and effective outcome focused service within an interdisciplinary team setting in the National Burn Service. Highly specialist skills either in a specific clinical service or across different services are required. The significant part of the time spent in this role will be on direct clinical/professional activity.

The Advanced Clinician social work role is a designated position that utilises advanced knowledge, clinical expertise and competencies to coordinate, deliver and support professional services in one or more specialist areas. The role provides specialist consultation and advice to patients and other clinicians.

In conjunction with managers and professional leaders, this role will support high standards of clinical practice and service planning and development by providing clinical leadership within the team or service and assisting in developing the clinical capability of others. The role will also lead setting standards, quality assurance and improvement and research activities relevant to the area of expertise.

Specific objectives for your role relevant to your service and experience will be agreed with your line manager as part of your annual performance planning process.

PLACE IN THE ORGANISATION



NATURE AND SCOPE OF RESPONSIBILITIES

Key Accountabilities	Standards / Achievements
Advanced Clinical and Professional Practice	<ul style="list-style-type: none"> ● Maintain a clinical caseload as agreed with the line manager or delegated clinical/team supervisor. This may involve care of or case management of patients with complex problems within the area of specialty ● Apply advanced knowledge, clinical reasoning and expertise while modelling evidence based practice ● Demonstrate advanced practice as an autonomous clinician with assessment and management of a range of patients within an area of speciality. This will include utilisation of specialist treatment skills and options. ● Determine appropriate treatment taking into account complex facts or situations requiring risk assessment, interpretation, and comparison of range of options. This includes communicating complex, sensitive and contentious information ● Use information to effectively triage, plan, prioritise and manage workload of self and as needed for other team members. This may involve case management of patients with higher clinical complexity, caseload prioritisation and waitlist management for core clinicians ● Lead/participate collaboratively in case reviews and debrief as required specific to specialty ● Effectively communicate information with patients/whaanau, IDT, key stakeholders and agencies to support consistent care across the continuum of care ● Provide information and education to patients and whaanau in a way that is understood by them and assess their understanding of the interventions and goals ● Enable the concept of self-care by involving patient and whaanau and providing education and information ● Appropriately provide clinical expertise to other disciplines including accept referrals from other services or clinicians or refer on as needed to achieve patient goals ● Facilitate and model inter-disciplinary and transdisciplinary practice ● Support discharge and transfer process as required ● Complete documentation consistent with legal and organisational requirements and professional standards ● Collect and enter activity data on a timely basis to support the workflow and capacity management

	<ul style="list-style-type: none"> ● Participate in providing weekend and on-call service as required
Learning and Teaching	<ul style="list-style-type: none"> ● Maintain advanced clinical competencies specific to service needs, the position, the profession and specific registering authority requirements ● Complete annual clinical updates and other training and credentialing relevant to the role Identify learning needs and proactively set professional development objectives to meet practice at the advanced clinician level ● Participate in annual performance appraisal and development process and maintain a portfolio of continuous professional development in accordance with professional body requirements ● Attend professional supervision regularly in line with organisation/professional body requirements ● Maintain an awareness of new and advancing practice developments relevant to area of practice or profession ● Plan and deliver orientation and training of allied health clinicians; discipline specific and across disciplines as relevant ● Act as an expert resource providing specialist clinical advice and support to allied health clinicians on decisions on patient care or knowledge and skill development ● Provide skilled mentoring/coaching and clinical teaching of allied health staff and students ● Model and provide professional supervision to allied health clinicians in line with organisational/professional supervision guidelines ● Manage /coordinate student placements within team or service ● Act as a mentor or coach for staff taking students for the first time, or those requiring assistance with students ● Model the application of evidence based practice and assist others to become evidence based practitioners through reflection, mentoring and supervision ● Lead and foster a learning culture including leading and running of training ● Contribute to training needs analysis for team/service ● Lead and develop continuing education/training within

	<p>the team/service and externally as needed</p> <ul style="list-style-type: none"> • Act as an educational resource for other disciplines • Undertake and complete specialist or higher qualifications in relevant area of practice including post-graduate study •
Quality and Risk Management and Service Development	<ul style="list-style-type: none"> • Follow organisational and relevant clinical and professional body policies, procedures, guidelines, standards of practice and code of ethics • Meet clinical competencies specific to speciality practice, position and profession • Demonstrate flexible working, effective time management and organisational skills to meet service needs • Ensure relevant resources are used effectively • Monitor clinical outcomes/indicators specific to the area of speciality • Identify gaps in service delivery or models and contribute to or lead quality assurance/safety/quality improvement initiatives and innovation • Identify clinical risk and take appropriate action to mitigate/manage • Identify priorities for the service • Establish clinical processes and systems for service delivery • Lead development of clinical policies, guidelines and pathways relevant to clinical area or across the wider service • Participate in and Leads quality improvement initiatives • Develop models of care that span across the care interface, community and primary care to improve population health and preventative care • Support and coach others in conducting quality initiatives • Develop clinical resources for patient or staff and students to assist care delivery • Contribute to annual clinical services plan and strategic planning

Research and Evaluation	<ul style="list-style-type: none"> ● Demonstrate the ability to critically evaluate evidence/research and integrate it in practice that reflects the level of the role ● Support practice quality and standards by developing standards of care in the specific area of expertise ● Undertake audit and research activities in the speciality area ● Model research awareness and support the development of others ● Evaluate clinical practice through clinical audit and review of practice in the speciality area ● Implement change in practice as a result of clinical audit, review and benchmarking ● Share knowledge and findings from audit and research in local quality/education forums and conferences/seminars ● Publish research or contribute as an author, collaborator or peer reviewer ● Provide guidance of research protocols
Clinical Leadership	<ul style="list-style-type: none"> ● Is accountable for individual actions and responsibility for providing clinical leadership relevant to the level of position ● Role model, enhance and promote advanced Social Work practice and contribute to the development of the profession in the area of speciality ● Act as an experienced clinical resource providing guidance, direction and advice to staff and students including helping address clinical conflict management ● Demonstrate the ability to work effectively and collaboratively within an interdisciplinary clinical team and across the continuum of care, locally regionally and nationally ● Demonstrate effective team work by supporting others contribution, communicating and helping team to achieve their goals ● Effectively allocates referrals, delegates and has oversight of caseloads in the speciality area ● Participate in and support the annual performance appraisal process for staff in conjunction with sections heads/team leaders including performance audits and peer review ● Identify and escalate performance and competence gaps of staff as needed with line manager and support the development/improvement process ● Mentor, guide and support other clinicians with identifying

	<p>learning and</p> <ul style="list-style-type: none"> ● development objectives which align with GEPP ● Attend and contribute to departmental, clinical and team meetings, leading and facilitating these as requested ● Identify gaps in service delivery or performance and support senior staff to improve quality and efficiency ● Represent the profession or team at interdisciplinary forums ● As needed support section heads and other managers in the recruitment and selection process of core and senior clinicians ● Provide or contribute to team/service reports as required ● Demonstrate understanding of local, regional and where required national context when planning services and making decisions ● Participate in local and regional working groups or clinical networks to identify and plan innovations and improvements ● Provide support to professional leader by taking on delegated tasks ● Undertake leadership development training
Health Equity	<ul style="list-style-type: none"> ● Demonstrate in practice the principles of Te Tiriti o Waitangi ● Develop cultural competency and demonstrate culturally safe practice that encompasses a diverse range of beliefs values and practices ● Identify, promote and lead practice and solutions that achieves health equity and leads to health gain improvements/ outcomes for those populations where inequities exist ● Measure and monitor equity outcomes in service area ● Support cultural safety training ● Engage in data and information collection that supports relevant measures related to prioritisation of health equity ● Support and include a preventative approach to healthcare service delivery by early intervention and empowering patients ● Identify unmet need of patients along with potential solutions to address these ● Demonstrate culturally safe practice that encompasses a diverse range of beliefs values and practices

Key Accountabilities	Standards / Achievements
<p>Commitment to the principles of Treaty of Waitangi / Te Tiriti O Waitangi</p> <p>Cultural Safety & Diversity</p> <p>Honouring Diversity</p>	<p>The principles of partnership, participation, and protection underpin the relationship between Government and Maaori under the Tiriti O Waitangi and are integral to Counties Manukau strategy and service delivery to improve health gains of the community and achieve health equity. It is the responsibility of senior leadership to ensure the principles are incorporated within strategy and that relevant measures related to health gain and health equity are incorporated within service plans and delivery.</p> <ul style="list-style-type: none"> ● Partnership involves working together with iwi, hapuu, and whaanau and Maaori communities to develop effective strategies for Maaori health gain and appropriate health and disability services. ● Participation requires Maaori to be involved at all levels of the health and disability sector, including in decision-making, planning, development and delivery of health and disability services. ● Protection involves the District working to ensure Maaori have at least the same level of health as non-Maaori, and safeguarding Maaori cultural concepts, values and practices.
<p>Utilise Information Technology</p>	<ul style="list-style-type: none"> ● Demonstrate ability to access and use available clinical information systems. ● Is conversant with applications required for specific discipline/role. For example, i.PM, Clinical Portal, Outlook, etc. ● Maintains own professional development by attending relevant IT educational programmes.
<p>Recordkeeping</p>	<ul style="list-style-type: none"> ● Creates accurate and appropriate records to support and evidence business activities and regularly files to ensure that corporate information is secure, unchanged and not removed until its compliant disposal date.

COMMUNICATION AND INTERPERSONAL SKILLS

Will be required to interact on a regular basis with a range of Counties Manukau District staff members including:

- Operations Managers
- Service Managers
- Section Heads/Clinical Leads
- Professional Leader
- Clinical Directors of Allied Health Scientific and Technical
- Other allied health clinicians
- Nursing and Medical staff
- Community services
- NASC
- Administration staff
- Supporting staff e.g. technology, project, learning and development, KoAatea
- Cultural Support teams
- Other relevant services

Externally there will be contact with:

- Patients and Whaanau
- External health providers
- Support Organisations e.g., Work and Income, Housing NZ
- Disability Support NASC and providers
- Community and NGO providers
- Professional and regulatory bodies
- Universities or training organisations
- Other stakeholders relevant to the role
- Statutory Agencies ie: Oranga Tamariki and New Zealand Police

CONFIDENTIALITY

Discretion is required to be exercised in releasing confidential information to the appropriate parties.

AUTHORITIES

Financial Authority for Supplies & Services Expenditure

Operating expenditure, including approval of requisitions/purchase orders/invoices related to general operating expenses approved via Oracle: the limit is \$nil.

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Health NZ Te Whatu Ora Counties Manukau			

This is level [enter level here] within the schedule of delegated authority.

Authority to Hire or Dismiss Employees

This role has authority to hire, promote, discipline employees with consultation and/or sign-off from manager and in conjunction with Human Resources.

Contractual Authority

This role does not have authority to enter into agreements or contracts on behalf of Counties Manukau *[Amend if appropriate, e.g. if a role does have this kind of responsibility.]*

POSITIONS REPORTING IN THIS ROLE (numbers)

Directly (numbers): Nil

Indirectly (numbers): Assistants, students, core clinicians

PERSON SPECIFICATIONS (requirements for the role)

	Minimum	Preferred
Qualifications	<ul style="list-style-type: none">• A recognised Social Work Qualification• Relevant clinical postgraduate qualification or certification in a specialised practice• Hold a current APC with the Social Work Registration Board	<ul style="list-style-type: none">• Credentialed for specialist skills• Clinical training/leadership qualifications• Quality improvement training• Working towards a relevant Masters or higher qualification
Experience (including years)	<ul style="list-style-type: none">• A total of 6 years of postgraduate experience in a relevant setting including 3-4 years full time experience in the area of speciality• Experience in teaching, mentoring and coaching• Research and audit	<ul style="list-style-type: none">• Experience leading projects• Experience in coordination of work• Experience leading and supporting research and clinical audits

	<p>contribution</p> <ul style="list-style-type: none"> ● Professional supervision experience including cross disciplinary supervision ● Experience in leading innovation and quality improvement activities 	
Skills / Knowledge / Behaviour	<ul style="list-style-type: none"> ● Patient and whanau centred ● Ability to prioritise and organise ● Efficient ● Organised ● Well developed interpersonal skills ● Sound clinical skills ● Willing to learn ● Reflects on practice and makes changes ● Works on feedback provided ● Able to adapt to complex environments ● Team player ● Engages in innovation and quality improvement 	
Personal Qualities	<ul style="list-style-type: none"> ● Self motivated ● Resourceful and resilient ● Can do/positive attitude ● Creative ● Adaptable ● Conceptual thinker ● Listens with intent and engages 	<ul style="list-style-type: none"> ●

HEALTH AND SAFETY ACCOUNTABILITIES (non-management roles)

Health and Safety (H&S) is a key accountability of all Counties Manukau District staff.

All Counties Manukau District Employees are responsible to:

Zero Harm	<ul style="list-style-type: none">● Engage in safe workplace practices and take care of the health and safety of themselves, other employees and people in the workplace
Risk Management	<ul style="list-style-type: none">● Identify, evaluate and report all hazards and incidents they are aware of in the workplace● Adhere to apply risk controls, identified in risk assessments, such as 'Safe Operating Procedures'● Follow safety instructions● Stop work when there is an immediate risk of serious harm and notify the appropriate manager● Ensure nothing they do or don't do will cause harm to themselves or others
Safety Management System Requirements	<ul style="list-style-type: none">● Understand and follow Counties Manukau District's Occupational Health and Safety policies, Health and Safety regulations, and personal responsibilities as outlined by these policies● Follow all Occupational Health and Safety policies and procedures
Work Safely	<ul style="list-style-type: none">● Report for duty in a fit state, free from the influence of alcohol or other drugs● Participate in consultation activities regarding matters affecting your health, safety and wellbeing● Wear the required Personal Protective Equipment when undertaking specific activities, or when in nominated areas● Operate clinical or plant equipment safely● Participate in relevant safety training, and maintain safety related competencies● If relevant to your position, be in possession of required and current Certificates of Competency