

Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

Title	Clinical Nurse Coordinator (CNC) ENT Theatre		
Reports to	Clinical Nurse Manager Theatre		
Location	Hutt Hospital		
Department	Perioperative Department		
Direct Reports		Total FTE	0.8
Budget Size	Opex	Capex	
Delegated Authority	HR	Finance	
Date	July 2026		
Salary band (indicative)*	NZNO MECA Senior Nurses Salary Scale, Grade 1		

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.

About the role

The primary purpose of the role is to:

Facilitate, coordinate and manage the needs of the ENT specialty in the Operating Theatres. The CNC provides coordination of staff, systems and resources for a shift or group in Theatre at Hutt Hospital to ensure service delivery is efficient and effective. The CNC contributes to supervision and coaching of nursing staff working in the Perioperative Department but does not have any formal delegated management authority. The CNC provides quality, effective nursing care as required.

Key Result Area	Expected Outcomes / Performance Indicators
Provides professional nursing leadership	<ul style="list-style-type: none"> • Visible and accessible to direct care nurses and other members of MDT • Supports the nursing vision and achievement of goals and priorities of the Perioperative Department • Sets expected standard of care by modelling expert clinical skills and professional nursing practice. • Readily shares knowledge and skills and provides coaching and supervision of staff as required. • Identifies and utilises staff strengths, valuing their unique contributions • Contributes to shared governance of nursing through engagement in relevant committees, working parties and/or similar as delegated by the CNM. • Deputises for the ACNM when required to do so

<p>Ensures effective and efficient care delivery for patients / Shift coordination:</p>	<ul style="list-style-type: none"> • Provides overall coordination of the team throughout the shift to effectively manage patient care. • In collaboration with MDT, responds to and prioritises patients with complex needs. • Articulates and supports implementation of the model of care throughout a shift. • Activates and implements Standard Operating Procedures when required • Promotes expected standards of care. • Monitors and reports deviations from expected standard of care to CNM, as appropriate. • Allocates staff according to professional / competency requirements and ensures direction and delegation activities achieve safe care. • Supports nurses to use independent judgement and apply ethical principles to resolve patient care issues • Coordinates effective patient admission, care planning and discharge for the shift. • Works in partnership with cultural advisors to provide appropriate services as determined by service users. • Provides direct patient care as required. • Uses initiative and clinical judgment in the application of department policies, procedures, clinical guidelines and standing orders. • Identifies and is involved in development and review of area based policy & procedures as delegated by the CNM.
<p>Effectively manages staff</p>	<ul style="list-style-type: none"> • Participates in the orientation of staff and students new to Perioperative Department • Encourages and supports professional development and skill acquisition of nursing staff • Raises concerns about conduct/competence issues with CNM in timely manner. • Issues, conflict and tensions are addressed promptly and proactively. • Participates in the performance management of staff as required • Participates in completing formal staff appraisals annually in collaboration with the Senior Nursing team, as delegated • Actively contributes to the future of the service by mentoring staff into leadership positions • Ensures staff orientation is conducted in collaboration with the Nurse Educators
<p>Effectively manages Systems & Resources</p>	<ul style="list-style-type: none"> • Provides timely information in relation to staffing, resource management, clinical risk and equipment and patient concerns to the CNM. • Manages supplies/equipment needs/breakages for the specialty.
<p>Facilitates interprofessional healthcare and provision of quality services</p>	<ul style="list-style-type: none"> • Establishes and maintains effective working relationships with colleagues and a range of internal and external networks. • Supports and motivates staff towards cohesive team function. • Collaborates with the patient and other health team members to develop and implement plan of care.

	<ul style="list-style-type: none"> • Maintains and documents information necessary for continuity of patient care and recovery. • Makes appropriate formal referrals to other health care team members / health sectors for patients when required. • Supports nurses' participation in interprofessional activities, including rounds, case reviews and promoting patient perspective. • Supports attainment of Accreditation/Certification standards for the unit. • Identifies and proposes quality improvement initiatives using data-driven decision-making and effective change management processes. • Promotes and undertakes clinical audit against best practice guidelines, with a particular focus on nurse sensitive indicators. • Participates in the review of events/complaints, minimising risk and uses findings to improve practice. • Undertakes special clinical projects as negotiated with the Perioperative Leadership team.
Advances nursing practice through research & scholarship	<ul style="list-style-type: none"> • Practices in accordance with RN Scope of Practise. • Maintains required clinical competencies and technical expertise. • Demonstrates personal commitment to HVDHB Professional Development and Recognition Programme (PDRP). • Researches and uses evidence based practice to maintain currency and inform practice. • Proactive in identifying own annual professional development practice needs and negotiating appropriate resources with CNM. • Supports and promotes amongst staff any research, audit and/or internal validation studies undertaken in the ward. • Promotes excellence in nursing by sharing knowledge, ideas and care that is based on best practice. • Uses professional organisation/speciality group membership to benefit the practice environment and/or nursing services.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
Equity	<ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Culture and People Leadership	<ul style="list-style-type: none"> • Leads, nurtures and develops our team to make them feel valued. • Prioritises developing individuals and the team so Health New Zealand has enough of the right skills for the future, supporting

	<p>diversity of leadership to develop – Māori, Pacific, people with disabilities and others.</p> <ul style="list-style-type: none"> • Provides leadership that shows commitment, urgency and is visibly open, clear, and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally. • Implements and maintains People & Culture strategies and processes that support provide an environment where employee experience, development, and performance management drive achievement of the organisation’s strategic and business goals. • Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo, ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained & strengthened.
Innovation & Improvement	<ul style="list-style-type: none"> • Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to ‘do it better’ to the table. • Models an agile approach – tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
Collaboration and Relationship Management	<ul style="list-style-type: none"> • Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
Health & safety	<ul style="list-style-type: none"> • Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others’ health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to the Clinical Nurse Manager Theatre

- Concerns about conduct/competence issues.
- Information in relation to staffing, resource management, clinical risk and equipment and patient concerns.

Relationships

External	Internal
<ul style="list-style-type: none"> • Community Service Providers • Company Representatives 	<ul style="list-style-type: none"> • Associate Clinical Nurse Manager Patient Flow • Associate Director of Nursing (ADON) – Acutes Services & IOC • Medical and Nursing staff • Health Care Assistants • Clerical Staff • Operations Manager – Theatre, Anaesthesia and Perioperative • Integrated Operations Centre • Duty Nurse Managers • Clinical Nurse Specialists (CNS)/ Specialty Clinical Nurses (SCN) • Nurse Educators (NE) • Allied Health Staff • Infection Prevention and Control • Quality Unit • Clinical Support Services • Care Capacity Demand Management (CCDM) Unit

About you – to succeed in this role

You will have

Essential:

- RN Practising Certificate
- Post Graduate qualification (or a plan to work towards)
- Comprehensive knowledge of the NZ health system, the public health environment, systems and processes
- Knowledge of the trends and emerging issues for the nursing profession.
- At least 2-3 years of experience as an RN
- Sound clinical knowledge

Desired:

- Experience in implementing Te Tiriti o Waitangi in action.

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- With the support of Health NZ, proactively take care of your own health and safety, to ensure a safe and supportive work environment.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

Desired:

- Be able to work well as part of a team

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

**The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*