

## Position Description: Business Unit Manager Cardiology

<b>Position Title</b>	Business Unit Manager Cardiology
<b>Business area:</b>	Nursing Management
<b>FTE:</b>	As per Conditions of Employment
<b>Reports to:</b>	Hospital Manager
<b>Direct Reports:</b>	Charge Nurse Cardiology Day Unit

### OUR VISION

To be an innovative centre of excellence,  
where people choose to receive or deliver health care and people love to work.

### OUR GUIDING VALUES



### Position Objective

- Provide the clinical, operational and professional leadership to the Cardiology teams through and with the Charge Nurse Cardiology Day Unit.
- Lead exemplary clinician relationships within Cardiology services
- Exhibit, promote and lead exemplary patient / whānau / visitor care service within all areas of Cardiology Services.
- Ensure the full utilisation of resources and capacity within all Cardiology Services while ensuring safe, effective quality clinical and non-clinical care that is patient / consumer centric.
- Partner and work collaboratively with the Leadership teams including Operating Theatre, Ward Services, Infection Prevention and Control, Clinical Flow Services, Quality, Education, Clinical Informatics, Food Services and Support Services to ensure the safe, effective, quality delivery of the combined clinical and non-clinical services within the Hospital.
- Ensure the commercial viability of the Cardiology Services departments through effective strategic and financial management.
- Lead the development of the Cardiology Services Strategic Plan in collaboration with the Hospital Manager and lead the delivery of the implementation of the operational objectives in each of the Cardiology Services Departments.

### Functional Relationships

Internal:	External:
<ul style="list-style-type: none"> <li>• Executive Leadership team</li> <li>• Senior Management team</li> <li>• Clinical Learning and Development team</li> <li>• Quality team</li> <li>• Clinical Informatics</li> <li>• IT team</li> <li>• Infection Prevention and Control team</li> <li>• Colleague and Capability team</li> </ul>	<ul style="list-style-type: none"> <li>• Patients/consumers, whānau and support persons</li> <li>• Clinicians and their staff</li> <li>• Radiology staff</li> <li>• Contractors</li> <li>• Allied Health Professionals</li> <li>• Company Representatives</li> </ul>

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Area of Accountability	Expected Results
<p><b>Leadership and Communication</b></p> <p><i>Provide the clinical, non-clinical, operational and professional leadership to the Cardiology Services teams through and with the Charge Nurse Cardiology and ensure alignment with the strategic direction of the Hospital.</i></p> <p><i>Partner and work collaboratively with the Operating Theatre Leadership team, Ward Services Leadership team and Clinical Flow Leadership team to ensure the safe, effective, quality delivery of the combined clinical services within the Hospital.</i></p>	<ul style="list-style-type: none"> <li>Models and integrates our Values (Do the Right Thing; Aim for Excellence; Caring for All; Work Better Together) within the Cardiology Services teams through daily practices, interactions and decision making.</li> <li>Demonstrates effective oral and written communication within a multidisciplinary team environment regarding optimal patient treatment, care and progress, and ensures positive professional relationships within with the aligned clinical units within the Hospital.</li> <li>Leads and manages the performance of the Cardiology Services Leadership team including development – including clinical, coaching and support, performance goal setting and yearly performance reviews, and ensures mandatory training is completed.</li> <li>Provides visible and accessible leadership, motivating others to follow and communicates clinical and consumer focused standards and behavioural expectations.</li> <li>Works cooperatively with all Hospital teams to promote a culture of openness in which practices and processes can be challenged, information shared, and issues addressed.</li> <li>Actively collaborates and engages with Operating Theatre, Ward Services, Clinical Flow Services, Infection Prevention and Control, Quality, Informatics Nurse Specialist, IP&amp;C and Education teams to ensure the safe, effective delivery of aligned services within Cardiology Services.</li> </ul>
<p><b>Clinician Relationships</b></p> <p><i>Exhibit, promote and lead exemplar clinician relationships within Cardiology Services.</i></p>	<ul style="list-style-type: none"> <li>Develops, enhances, and promotes exemplary working and collaborative relationships with all Clinicians who work at St George's Hospital including but not limited to: <ul style="list-style-type: none"> <li>Ensuring our Cardiology services are always focused on mutually beneficial goals and associated benefits.</li> <li>Ensuring the delivery of exemplary service in all interactions with clinicians and/or their staff.</li> <li>Providing constructive feedback for two-way service improvements and developing corrective action plans.</li> </ul> </li> <li>Identifies opportunities to apply technology to better support our clinicians with current and future Cardiology Services</li> </ul>
<p><b>Cardiology Services</b></p> <p><i>Ensure the full utilisation of resources and capacity within Cardiology Services while ensuring safe, effective quality clinical and non-clinical care.</i></p> <p><i>Partner and work collaboratively with the Leadership teams from Operating Theatre, Clinical Flow Services, Ward Services, Infection Prevention and Control, Education, Quality, Food Services and Support Services to ensure the safe, effective delivery of the combined clinical services within the Hospital.</i></p> <p><i>Exhibit, promote and lead exemplar patient / whānau / visitor care service within all areas of Cardiology Services.</i></p>	<ul style="list-style-type: none"> <li>Oversees the operational management, leadership and where applicable the clinical supervision of Cardiology Services (through the leadership team) to ensure the provision of quality care is safe and appropriate for patients, colleagues and others within the Cardiology Services environment.</li> <li>Ensures the efficient running of Cardiology Services teams and the performance indicators relating to the commercial viability of each of the areas is monitored and maintained.</li> <li>Models and ensures the reputation of St George's Hospital is always maintained.</li> <li>Identifies opportunities and leads projects to ensure the full potential of Cardiology Services i.e. resources, capacity and efficiencies, including but not limited to <ul style="list-style-type: none"> <li>staffing and reporting lines,</li> <li>rosters,</li> <li>equipment</li> <li>processes</li> <li>review of roles to maximise effectiveness.</li> </ul> </li> <li>Demonstrates ability to identify, prioritise, analyse and resolve a range of issues/problems.</li> <li>Provides leadership in consumer engagement, including feedback (compliments and complaints management) and co-design in service improvements.</li> <li>Provides leadership in incident management including identification, review, monitoring and improvement identification and implementation.</li> <li>Assists to collect, analyse and evaluate information gathered through metrics, audit and/or surveys to improve, policies, processes, training opportunities and colleague engagement.</li> <li>Supports clinical colleagues with clinical reasoning and professional judgement.</li> <li>Provides leadership to the Cardiology Services team to support the recruitment of colleagues to enable Cardiology Services to be correctly staffed for expected workloads, absenteeism and within allocated budgeted FTE.</li> <li>Supports HR requirements for the team. Included but not limited to</li> </ul>

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	<ul style="list-style-type: none"> <li>Monitoring / managing absenteeism.</li> <li>Rostering to contracted hours.</li> <li>Performance management / disciplinary procedures /coaching, mentoring.</li> <li>Resolving team and individual performance issues.</li> </ul> <ul style="list-style-type: none"> <li>Ensures infection control practices are maintained in accordance with relevant standards and practices.</li> <li>Ensures all patient information and data is handled sensitively with care and privacy.</li> </ul>
<b>Delivering Strategy:</b>  <i>Leads the development of Cardiology Services Strategic Plan in collaboration with the Hospital Manager and leads the delivery of the implementation of the operational</i>	<ul style="list-style-type: none"> <li>In collaboration with the Hospital Manager, constructively leads the development of the Cardiology Services Strategic Plan (aligned to the Hospital Strategy) and leads the operational delivery of the plan in partnership with the Cardiology Services Leadership team.</li> <li>Actively champions initiatives, and facilitates the planning, implementation and embedding of change when initiated or requested.</li> </ul>
<b>Operational and Financial Management and Planning</b>  <i>Ensure the full utilisation of resources and capacity within Cardiology Services while ensuring safe, effective, quality clinical and non-clinical care.</i>  <i>Ensure the commercial viability of the Cardiology Services departments through effective strategic and financial management.</i>	<ul style="list-style-type: none"> <li>Monitors, and ensures fiscal oversight of all negotiations of purchases, service contracts, expenditure, and supplies within Cardiology Services and with Heart Centre representatives where appropriate.</li> <li>Contributes to operational planning and monitoring of Cardiology Services to ensure optimal services are delivered within allocated budgets.</li> <li>Creates and implements best practice guidelines and standard operating procedures (SOP's) and ensures these processes are audited.</li> <li>Monitors and ensures medical supplies and pharmacy supplies are monitored and controlled as per statutory requirements.</li> <li>Ensures business continuity plans are in place and reviewed regularly.</li> <li>Provides timely reporting to the Hospital Manager on risks, issues and developments within Cardiology Services.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Ensures professional development is undertaken according to hospital policy and participates in an annual performance appraisal and the setting of performance objectives.</li> <li>Identifies own learning requirements/deficits and develops a plan in conjunction with the Hospital Manager to address these.</li> <li>Fosters an environment conducive to learning, enquiry and research.</li> </ul>
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>Understands and has knowledge of Te Tiriti o Waitangi.</li> <li>Collaborates with colleagues regarding the integration of Te Tiriti principles in practice.</li> <li>Displays a willingness to work positively with organisational strategies to improve outcomes for Māori.</li> </ul>
<b>Cultural Safety</b>	<ul style="list-style-type: none"> <li>Promotes an awareness of cultural differences amongst colleagues and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Complies with and supports all health and safety policies, guidelines, and initiatives.</li> <li>Ensures all incidents, injuries and near misses are reported in our H&amp;S reporting tool.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Performs other duties relating to the scope of the role when requested.</li> </ul>

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### **Qualifications; Experience; Knowledge and Personal Attributes**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse with a current APC and working towards or intent to achieve relevant Post Graduate qualification.</li> </ul>	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Proven leadership ability and experience</li> <li>8+ years senior clinical experience in Cardiology services</li> <li>Experienced and skilled in the use of a range of technology applications</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Demonstrated leadership qualities: <ul style="list-style-type: none"> <li>Self-awareness; Emotional intelligence, Social intelligence; Exceptional communication skills; Resilience; Leadership agility</li> </ul> </li> <li>Adept at managing multiple pieces of work and prioritising the demands of a diverse range of stakeholders.</li> <li>Excellent consumer / patient / clinician focus.</li> <li>Strong organisational understanding; negotiation skills and critical thinking.</li> <li>An inclusive and approachable working style; with a clear understanding of the value diversity adds.</li> <li>Co-operative and supportive team player.</li> </ul>	