



## HSS REGISTERED

# Nurse Manager

**Nurses and Midwives Agreement: SRN Level 3**

**Position Number: 105263**

**Clinical Operations**

**Royal Perth Hospital / East Metropolitan Health Service (EMHS)**

### Reporting Relationships

Service Director Clinical Operations  
HSO Level G14  
Position Number: 602503



Nursing Director Perioperative Services  
RN SRN Level 10  
Position Number: 105256



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Clinical Nurses	RN Level 2	15 FTE
• Enrolled Nurses	EN Level 1-4	
• Registered Nurses	RN Level 1	66 FTE
• PCA Supervisor	HSW Level 4	1 FTE
• Orthopaedic Technicians	HSO Level G3	4 FTE



Also reporting to this supervisor:

- Sterilisation Technicians
- CSSD Supervisors
- Clinical Nurse
- Registered Nurses
- Enrolled Nurses
- Nurse Unit Managers
- Clinical Nurse Managers
- Clinical Nurse Specialists
- Waitlist Clerks

**Key Responsibilities:** The Nurse Manager is responsible for the nursing management within an assigned clinical area/s including: management of human and material resources; environmental safety and budgetary planning and monitoring; a consultative service within their area of expertise to customers internal and external to the position; developing standards of practice, implementing changes to practice and initiating research and quality improvement activities to benefit all customers in all settings with respect to their area of expertise.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

## Brief Summary of Duties (in order of importance)

- Leads and manages the multi-disciplinary ward/unit team.
- Provides management and project leadership to medical, nursing and allied health care professionals and providers internal and external to the position.
- Analyses the research to determine clinical and management trends, initiates and implements best practice and projects that supports the delivery of appropriate nursing practice.
- Maintains excellence in interpersonal skills and leadership particularly during time of change and conflict.
- Develops standards and policies for the areas of speciality using an evidence based approach, developing innovative methods and techniques for effective practice and change internal and external to the position.
- Develops policies and monitors compliance with relevant industry acknowledged standards and legislative requirements.
- Allocates staff mix according to analysis of clinical needs and available resources.
- Manages the allocated/available budget for the area/s of responsibility.
- Manages and coordinates the recruitment, selection and orientation of staff.
- Develops and implements business plans and strategies to facilitate effective utilisation of human, financial and physical resources within the clinical unit, division and corporate priorities.
- Implements and maintains performance management systems which support ongoing development of staff where applicable.
- Coordinates and implements quality improvement activities recognising National Safety and Quality Health Service Standards.
- Develops, implements and evaluates educational and training programs internal and external to the position.
- Provides a public relations function for the area including where relevant investigation and management of ministerials, enquiries and consumer complaints.

### 1. EMHS Governance, Safety and Quality Requirements

- 1.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 1.2 Actively participates in the Peak Performance program.
- 1.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 1.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 1.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 1.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### 2. Undertakes other duties as directed.

### Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

#### Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated significant knowledge, experience and leadership in area of speciality.
3. Demonstrated knowledge and application of human resource principles in nursing.
4. Demonstrated knowledge and application of quality improvement initiatives.
5. Demonstrated knowledge of research principles to support evidence based practice.
6. Demonstrated well developed interpersonal and communication (written/oral) skills.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

#### Desirable Selection Criteria

1. Possession of or significant achievement toward a post graduate qualification in area of speciality.
2. Demonstrated computer literacy.

#### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration with the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

### Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

**HSS Registration Details** (to be completed by HSS)

Created on	Last Updated on August 2019
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