



North Metropolitan Health Service
Job Description Form

HSS Registered September 2016

Area Manager
Nurses and Midwives Agreement: RNM Level 2
Position Number: 007235
Operating Theatres / Surgical Division
Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Coordinator of Nursing Perioperative Services
 SRN Level 7
 Position Number: 005999



Nurse Manager
 SRN Level 3
 Position Number: 003450



This Position



← Also reporting to this supervisor:

- Clinical Nurse
- Registered Nurse
- Floor Coordinator
- Theatre Management System
- Staff Development Nurse
- Orthopaedic Technician

Directly reporting to this position:			Other positions under control
Title Registered Nurse	Classification RNM Level 1	FTE	<ul style="list-style-type: none"> • Enrolled Nurse

Prime Function / Key Responsibilities: Under the direction of the relevant Senior Registered Nurse(s) practises as a Registered Nurse in keeping with the Australian Nursing and Midwifery Board Registration Standards and Nursing Practice Decision Flowchart. The Area Manager is responsible for the management of human and material resources within a defined area in consultation with the Nurse Manager to support clinical standards and quality of care. Upholds and functions within the core values of the organisation and nursing values of Accountability, Compassion, Continuous Learning & Teamwork.

Brief Summary of Duties (in order of importance)

1. Leadership

- Accepts responsibility for the delivery of safe, quality nursing care
- Compiles duty rosters, which take into account known fluctuations in nursing workload
- Plans and approved leave in collaboration with the Nurse Manager
- Acts as a clinical resource for registered and enrolled nurses in the management of patient care
- Is a role model and contributes to interdisciplinary team functioning and decision making
- Communicates effectively with all staff, patients, family and other customers of the position
- Advocates for patients, families and carers to ensure individual rights are acknowledged, respected and protected
- Assists in coordinating the recruitment, selection and orientation of staff

2. Empowerment

- Subscribes to own personal and professional development through ongoing education and performance review
- Participates in the required hours of continuous professional development to meet eligibility standards for registration with the Nursing and Midwifery Board of Australia
- Facilitates the personal and professional development of others through support, preceptorship and mentoring
- Undertakes the clinical supervision, allocation and development of new and undergraduate nurses

3. Professional Practice

- Provides competent, quality nursing care informed by best practice and National Safety and Quality Healthcare Standards
- Assesses, plans, implements and evaluates nursing care in collaboration with individuals and the multidisciplinary health care team to improve health outcomes
- Delegates aspects of care to others according to their competence and scope of practice
- Practises within relevant legislative and regulatory requirements in accordance with organisational policy and guidelines
- Uses healthcare resources effectively and efficiently to promote optimal nursing and health care
- Provides emotional support to patients/significant others using appropriate resources
- Participates in ward rounds, multidisciplinary team and patient/family care meetings as required

4. Innovation

- Supports and participates in local department quality improvement, risk management and best practice activities
- Enters and maintains data in respective computer systems
- Participates in risk management processes at a local and whole of Health Service level as required
- Supports and participates in nursing and healthcare research to promote evidence-based practice
- Participates in the continuous quality process to monitor, evaluate and improve patient safety and satisfaction with care

Area Manager – Operating Theatres | Level 2 | 007235

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Recent experience in the nursing specialty related to the position.
3. Demonstrated experience in the leadership of staff consistent with organisational values and behaviour.
4. Demonstrates application of human resource management principles at a local level.
5. Demonstrates effective communication and interpersonal skills and ability to work within a collegiate team environment.
6. Evidence of participation in and commitment to quality improvement and best practice principles.
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. Possess or be working towards a certificate or qualification relevant to the position.
2. Knowledge of information systems applicable to nursing management.
3. Knowledge of financial management.
4. Computer skills.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by 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:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: