



HSS Registered

Nurse Director
Nurses and Midwives Agreement: SRN Level 10
Position Number: 105222
Service 1
Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships

Executive Director Royal Perth Bentley Group
Award Level: TBA
Position Number: 104822



Service Co-Director Award Level: HSO G14 Position Number: 602502	Director of Nursing Award Level HSO Class 1 Position Number 105100
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This Position



Directly reporting to this position:

Title	Classification	FTE
• Senior Nurse	SRN 7	5.40
• Senior Nurse	SRN 4	8.45
• Senior Nurse	SRN 3	5.50
• Administration Assistant	HSO G3	1.00
• Registered Nurses	RN 1 & 2	363.22
• Enrolled Nurses & AIN	UV EN various	59.31

← Also reporting to this supervisor:

- Operations Manager, Level G10, FTE 1.00
- Clinical Governance Officer, Level G8, FTE 1.00

Key Responsibilities
Provides leadership and direction in all facets of nursing service and practice in areas under operational responsibility. Contributes to decision making on whole of service issues, including the development and implementation of strategic and operational plans to ensure the provision of personalised, safe, effective and timely care for all patients/families. Overseeing the management of human, financial and material resources consistent with hospital policy and clinical practice standards and organisation vision and mission. Collaborates with the Director of Nursing & Patient Support Services on matters relating to the development and evaluation of nursing practice and standards of care.



Brief Summary of Duties

1. Leadership

- 1.1 Responsible for professional leadership and coordination of the nursing service practice in areas under their responsibility.
- 1.2 Leads and promotes nursing organisational culture in line with Royal Perth Bentley Group mission, vision and values.
- 1.3 Supports the Service Co-Director, Service One, in coordinating the nursing activities of the Service for management of the human, financial and material resources in accordance with Royal Perth Bentley Group strategic objectives and Activity Based Funding (ABF) model.
- 1.4 Contributes to decision making about service issues, including the development and implementation of strategic and operational plans to ensure the provision of patient-centric, safe, effective and timely patient care for all patients.
- 1.5 Takes an active leadership role within the interdisciplinary team to resolve delays and access in patient care within areas of responsibility, ensuring productive and efficient processes.
- 1.6 Champions partnerships with patients and families to engage them in decisions regarding their care.
- 1.7 Participates in the affairs of the Hospital and represents the Hospital positively and effectively through participation in the affairs of the health industry, community and professional bodies.
- 1.8 Responsible for after-hours call leadership for clinical, corporate and emergency response activities.

2. Quality, Safety and Service

- 2.1 In partnership with the other health professional leaders, leads the establishment and maintenance of a culture of patient safety within their area of speciality and contributes to hospital wide initiatives.
- 2.2 Initiates, promotes and facilitates the development of formal nursing and midwifery quality improvement and risk management projects and programmes, ensuring an evidenced-based outcome-focused culture of improving performance.
- 2.3 Promotes and facilitates nursing and midwifery compliance with the National Safety and Quality Health Service Standards and the EQuIP National program.
- 2.4 Initiates, promotes and facilitates adherence to, and monitoring of Nurse Sensitive Indicators for areas of responsibility.
- 2.5 Implement and embed processes in collaboration with the multidisciplinary team, to ensure adherence to ACHS standards.
- 2.6 Participates in a continuous process to monitor, evaluate and develop services and performance

3. Research and Performance Innovation

- 3.1 Researches issues of significance and maintains expert awareness of initiatives and innovations both internal and external to Royal Perth Bentley Group.
- 3.2 Serves as a resource and mentor of evidence-based practice through role modelling and supporting nursing practice changes.
- 3.3 Incorporates Evidenced-Based nursing practice into patient care and leadership responsibilities.
- 3.4 Through strategic planning, monitors the internal and external environment and influences to ensure that nursing services and other services under area of responsibility are able to meet the changing needs of the health care industry.

4. Communication

- 4.1 Maintains open and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal communication skills.
- 4.2 Provides a public relations function for the area of responsibility including investigation and management of nursing and midwifery ministerial enquiries and patient complaints ensuring compliance with Department of Health and legal requirements governing Royal Perth Bentley Group.

5. Professional Accountability

- 5.1 Complies with legislation affecting nursing practice including Nursing and Midwifery Board of Australia – Code of Conduct and Ethics, National Safety and Quality Health Service Standards.
- 5.2 Demonstrates a commitment to lifelong learning and ongoing professional development.

6. EMHS Governance, Safety and Quality Requirements

- 6.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 6.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 6.3 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.
- 6.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 6.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 6.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

7. 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. Extensive and recent contemporary experience in a senior nursing management position in a teaching or acute care facility.
3. Demonstrated highly developed conceptual and analytical skills, including demonstrated ability to develop and evaluate policies and standards pertinent to nursing and midwifery and the application of research, best practice and risk management principles.
4. Demonstrated ability to work with complex team structures and effectively negotiate, influence and maintain cooperative working relationships towards targeted outcomes.
5. Extensive knowledge and application of human resource principles, and their application to the workplace and nursing and midwifery practice.
6. Demonstrated ability to be innovative and dynamic in work practices.
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. Knowledge of state and national health policy frameworks which impact on health service delivery in Western Australia.
2. Possession of, or significant progression toward, the attainment of a post graduate qualification in area of specialty.

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	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	31/05/2018
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