



North Metropolitan Health Service
Job Description Form

HSS registered August 2018

Staff Development Nurse
Nurses and Midwives Agreement: RN Level 2
Position Number: 700557
Rehabilitation and Aged Care
Osborne Park Hospital

Reporting Relationships

Nurse Co-Director
Award Level: RN SRN Level 10
Position Number: 700549



Coordinator of Nursing
Award Level: RN SRN Level 7
Position Number: 707749



Clinical Nurse Manager
Award Level: RN SRN Level 3
Position Number: 707476



This Position



← Also reporting to this supervisor:
Area Manager
Clinical Nurses
Staff Development Nurse
Registered Nurses
Enrolled Nurses
Assistant in Nursing

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•

Prime Function / Key Responsibilities
Ongoing assessment of the knowledge and skills of nursing staff in designated ward. Planning and implementation of specific education and training programs and participation in the planning and implementation of hospital wide Staff Development programs. Provision of support for new staff, undergraduate students and graduation nurses including orientation and preceptorship.

Brief Summary of Duties

1. Clinical Practice

- 1.1 Conducts training needs analysis (TNA) to determine the learning needs of staff in the area.
- 1.2 Plans, prepares and manages training and development activities based on the TNA for new and established staff and liaises with the Clinical Nurse Manager and Staff Development Educator.
- 1.3 Utilises nursing research findings in training and development.
- 1.4 Coordinates and facilitates learning opportunities/in-service programs to enable nurses to attain and sustain competency in clinical performance.
- 1.5 Evaluates learning outcomes of the training and development activities.
- 1.6 Monitors clinical and professional development of staff and collaborates with the Clinical Nurse Manager to address deficits and monitor progress.
- 1.7 Facilitates assignment of suitable preceptors to new staff, students and graduate nurses.
- 1.8 Liaises with and supports preceptors and clinical facilitators to monitor and evaluate the progress of new staff, students and graduates.

2. Leadership / Communication

- 2.1 Utilises communication and computer skills to maintain training and development records and produce effective documentation for learners and others.
- 2.2 Promotes and develops co-operative relationships with nursing colleagues, other staff and the public.

3. Professional

- 3.1 Seeks internal and external learning opportunities to ensure own knowledge and skills are maintained
- 3.2 Promotes and develops co-operative relationships with nursing colleagues, other staff and the public.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. 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. Demonstrates advanced clinical competence and problem solving skills.
3. Demonstrates ability to apply the principles of learning to clinical situated education and formal education presentations.
4. Ability to deliver and facilitate learning opportunities/in-service programs by using knowledge from a variety of sources.
5. Ability to work within a collegiate/team environment using effective communication and interpersonal skills.
6. Demonstrated leadership skills and proven ability to adapt to a changing environment.
7. Evidence of participation and commitment to continuous quality improvement principles, nursing research, systematic approach to nursing care and professional development of self and others.

Desirable Selection Criteria

1. Possess or be working toward Bachelor of Health Science or similar.
2. Relevant post-graduate qualifications in education/staff development.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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: Marie Slater
Signature:HE75474
Date:11/10/2017

Position Occupant

Name:
Signature:
Date:

Organisational Environment

Our Vision	Exceptional care from dedicated people
Our Motto	We put patients first
Our Values	Accountability, Compassion, Continuous Learning & Teamwork

Conduct and Behaviour

The WA Health Code of Conduct (**Code**) identifies our CORE values, fundamental in all of our work, and translates these values into principles that guide our conduct in the workplace. It defines the standards of ethical and professional conduct and outlines the behaviours expected of all WA Health staff.

The intent of the Code is to promote a positive workplace culture by providing a framework to promote ethical day-to-day conduct and decision making. It does not and cannot cover every situation that may arise in the workplace.

WA Health CORE values are underpinned by the Western Australian Public Sector Code of Ethics which refers to the principles of personal integrity, relationships with others and accountability. WA Health CORE values are; Collaboration, Openness, Respect and Empowerment.

Professional Practice Model for Nursing & Midwifery

The OPH Professional Practice Model for Nursing & Midwifery is a conceptual framework that supports nurses and midwives in their practice. The model defines the practice of nursing and midwifery at OPH, and the actions, interactions and partnerships necessary to achieve high quality patient care. Our model aligns to the SCGOPHCG Values supporting safe, quality outcomes for patients, staff and the community.

Nursing & Midwifery Professional Practice Model



Nurses and Midwives at Osborne Park Hospital value...

Accountability

Accountability means:

- Being responsible for my actions
- Being honest to my colleagues
- Understanding consequences of my actions
- Giving the best care I can

Continuous Learning

Continuous Learning means:

- Taking ownership of my learning by reflecting on my practice
- Sharing my knowledge and what I learn
- Being open to change and sharing



Compassion

Compassion means:

- Treating everyone with respect and dignity without judgement
- Listening to others
- Showing kindness

Teamwork

Teamwork means:

- Supporting each other to provide the best patient care
- Making shared decisions to achieve common goals

We put patients first