



HSS REGISTERED

Job Description Form

Nurse Manager

Nurses and Midwives Agreement: SRN 3

Position Number: 00013827

Neonatal Directorate

Women and Newborn Health Service

Reporting Relationships

Nurse Co-Director
 Award Level: SRN 10
 Position Number: 00007316



Coordinator of Nursing
 Award Level: SRN 7
 Position Number: 00013569



This Position



← Also reporting to this supervisor:

- Clinical Nurse Consultants
- Clinical Nurse Specialist, Guidelines & Quality
- Nurse Manager, 6B
- Research Nurse

Directly reporting to this position:

Title	Classification	FTE
Clinical Nurse - Area Manager	RN 2	1.6

Other positions under control

- Clinical Development Nurses
- Clinical Nurses
- Nurse Educator
- Registered Nurses
- Enrolled Nurses
- Mothercraft Nurses

Prime Function / Key Responsibilities: Provides human and material resource management, including environmental safety and budgetary monitoring, within assigned clinical area/s. Develops standards of management practice, implementing changes to practice and initiating research and quality improvement activities. Demonstrates professional leadership and role modelling for nurses.

Brief Summary of Duties (in order of importance)

1. Aligns operational activities to the organisation's objectives. Responds in a positive and flexible manner to change and uncertainty.
2. Manages the team to ensure safe delivery of health services in line with agreed ABF/ABM and NHpPD parameters and ensures variations are appropriately managed.
3. Manages human and material resources to ensure quality patient care is delivered in the most appropriate and cost effective way. Guides, coaches, and develops staff through clear performance standards, dealing promptly with unsatisfactory performance
4. Analyses research to determine trends; initiates and implements best practice and projects that support the delivery of appropriate nursing care.
5. Develops standards and policies for the assigned clinical area/s using an evidence based approach, developing innovative methods and techniques for effective practice and change.
6. Monitors compliance with policies and relevant industry acknowledged standards and legislative requirements.
7. Liaises with the Clinical Nurse Specialist/Consultant to allocate staff mix according to analysis of clinical needs and available resources.
8. Manages the allocated/available budget, and maintains and monitors data relating to budget for assigned clinical area/s. Monitors budget variances and makes appropriate recommendations for corrective strategies when variations are identified.
9. Manages and coordinates the recruitment, selection and orientation of staff and verifies employee rosters. Manages work experience program.
10. Develops and implements business plans and strategies.
11. Ensures information is correctly collected, recorded and stored.
12. Builds productive relationships through cooperation and partnerships.
13. Contributes to unit/service development, including attendance at required meetings and membership of appropriate committees.
14. Develops professional skills consistent with the Australian Nursing and Midwifery Practice Standards in self and others by participating in, and promoting, staff development and other educational and professional programs.

NMHS Governance, Safety and Quality Requirements

15. Ensures, as far practicable, the provision of a safe working environment in consultation with staff under their supervision.
16. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
17. 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.
18. Completes mandatory training (including safety and quality training) as relevant to role.
19. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service, Women and Newborn Health Service and Departmental / Program specific policies and procedures.
20. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
21. 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. Demonstrated significant knowledge and experience in nursing leadership/management and neonatal nursing.
3. Demonstrated ability to work independently or within a collegiate team situation, using effective interpersonal, communication and problem solving skills.
4. Demonstrated people, financial and material management abilities commensurate with the role.
5. Demonstrated knowledge and application of quality improvement initiatives using research principles to support evidence based practice.
6. 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 progress toward, a post-graduate qualification in management and/or neonatal nursing.
2. Demonstrated computer literacy, in particular, competence with office productivity applications.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: