



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Nurse Manager - Discharge Coordination

Nurses and Midwives Agreement: RN SRN 3

Position Number: 004943

Patient Flow Unit

Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Executive Director Nursing Services
 HSO Class 1
 Position Number: 006287



Nurse Director Patient Flow Unit
 RN SRN 10
 Position Number: 004421



This Position



← Also reporting to this supervisor:

- Nurse Manager Relief Staffing
- Nurse Managers After Hours
- Nurse Managers Bed Management
- Clinical Nurse Specialist After Hours
- Nurse Manager Discharge Coordination

Directly reporting to this position:

Title	Classification	FTE
Clinical Nurse	RN 2	1.0
Registered Nurse	RN 1	2.0

Other positions under control

- N/A

Prime Function / Key Responsibilities

Practises as a Senior Registered Nurse (SRN) in keeping with the Australian Nursing and Midwifery Board Registration Standards and Nursing Practice Decision Flowchart. Provides leadership and management within the organisation, clinical division and area(s) of responsibility. Upholds and functions within the core organisational values of Accountability, Compassion, Continuous Learning & Teamwork.

Brief Summary of Duties (in order of importance)

1. Leadership

- Implements and maintains performance management systems which support the ongoing development of staff in collaboration with CNS/SDN/SDE.
- Develops policies and monitors compliance with relevant standards, legislation and regulatory requirements.
- Manages the allocated/available financial and human resources for the areas of responsibility.
- Manages and coordinates the recruitment, selection, appointment and orientation of staff.
- Maintains excellence in interpersonal skills, leadership, motivating and supporting staff, especially during times of change or conflict.
- Acts as a positive role model, in alignment with organisational values, behaviours and code of conduct.
- Advocates (via both verbal & written mediums) for nursing staff at SRN and executive forums.

2. Empowerment

- Promotes a team approach to decision-making and high quality nursing care.
- Provides opportunities for further education and development to promote succession planning.
- Promotes information sharing and team engagement.
- Actively contributes to the development of the Hospital and Health Service goals, objectives, policies and standards and communicates these in a positive and effective way.

3. Professional Practice

- Manages human resources to support best practice that improves the delivery of high quality nursing care within the ward/unit and Nursing service.
- Accountable for ward/department budget in collaboration with key stakeholders.
- Analyses clinical and management trends and formulates appropriate actions.
- Demonstrates collaborative leadership with other SRN to promote cohesive leadership for ward/unit.
- Provision of staff based on the analysis and working knowledge of clinical needs, staff skill and available resources.
- Maintains recency of nursing practice as required by AHPRA.

4. Innovation

- Develops and implements business plans and strategies to facilitate effective utilisation of human, financial and physical resources within divisional and corporate priorities.
- Demonstrates change management principles to support organisational goals.
- Develops innovative solutions to local and organisational challenges.

5. NMHS Governance, Safety and Quality Requirements

- Ensures as far as practicable, the provision of a safe work environment in consultation with staff under their supervision.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- Supports the delivery of high quality 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.
- Completes and maintains mandatory training (including OSH management training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 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. Extensive clinical/professional knowledge in the area(s) of responsibility.
3. Demonstrates advanced communication and interpersonal skills.
4. Demonstrated leadership consistent with organisational values, behaviours and code of conduct.
5. Extensive knowledge and application of human resource management principles.
6. Comprehensive analytical and problem solving skills.
7. Understanding of budget methodology and management and how these impact service delivery.
8. Extensive knowledge and application of safety and quality improvement and research principles.
9. 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 progression towards, the attainment of a post graduate qualification relevant to the position.

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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: