



HSS Registered

Nurse Director

Nurses and Midwives Agreement: SRN Level 9

Position Number: 603264

Executive Office

Royal Perth Bentley Group / East Metropolitan Health Service (EHMS)

Reporting Relationships

Chief Executive, EMHS
Position Number: 602766



Professional Responsibility:
Director Of Nursing &
Patient Support Services
Position Number:105100



Executive Director Royal Perth Bentley Group
Position Number:104822



This Position



Also reporting to this supervisor:

- Director of Nursing HSO Snr Off CI1, 1.0 FTE
- Director of Clinical Services and Consultants, various FTE
- Director of Clinical Operations, 1.0 FTE
- Medical Co-Directors, and Consultants, various FTE
- Service Co-Directors, HSO G14,3.0 FTE
- Director of Non -Technical Skills and Training, HSO Snr Off CI1, 1.0 FTE
- Interim Corporate Nursing Director Mental Health 1.0FTE
- Nursing Director, Education 1.0FTE
- Director Allied Health, 1.0 FTE
- Chief Business Manager, G-11, 1.0 FTE

Directly reporting to this position:

Title	Classification	FTE
• Clerical / Admin	HSO G4	1.00
• General Health Admin Assistant	HSO G3	1.00
• Clerical Support Officer	HSO G2	1.50
• General Health Nurse Manager	RN SRN L3	1.00
• After Hours Nurse Manager	RN SRN L3	4.30
• Senior Registered Nurses	RN SRN L3 - 4	3.00
• Casual nurse pool	RN, RM, AIN	various

Key Responsibilities

Provides leadership and direction in the delivery of nursing services and general management of the Bentley Hospital site. Contributes to decision making on site and represents Bentley Hospital in organisation-wide decisions; 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 at Bentley Hospital. Overseeing the management of human, financial and material resources consistent with hospital policy and clinical practice standards as well as the organisation vision and mission.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

RPBG Values

Service and Safety

Excellence and Education

Respect and Research

Valuing our Patients and Staff

Integrity and Innovation

Organisational Learning

Brief Summary of Duties

1. Leadership

- 1.1 Under the direction and leadership of the Executive Director, is accountable for and leads the development of Bentley Hospital services and the alignment and integration of services within the Royal Perth Bentley Group, including cross-site relationships and processes.
- 1.2 Responsible for the day to day operational management of the health service site.
- 1.3 Represents Bentley Hospital as a member of the Royal Perth Bentley Group Executive.
- 1.4 Responsible for professional leadership and coordination of the BHS nursing service in alignment to the overarching Royal Perth Bentley Group nursing strategy and goals.
- 1.5 Leads and promotes organisational culture in line with Royal Perth Bentley Group mission, vision and values.
- 1.6 Ensure the effective and efficient use of available financial, physical and human resources and enhance clinical outcomes at Bentley Hospital.
- 1.7 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.
- 1.8 Takes an active leadership role within the interdisciplinary Length of Stay committee to resolve delays and access issues ensuring efficient patient care delivery.
- 1.9 Participates in the affairs of the Hospital and represents the Royal Perth Bentley Group positively and effectively through participation in the affairs of the health industry, community and professional bodies.
- 1.10 Provides leadership in the establishment of effective working relationships and partnerships with relevant stakeholders, including site tenants.
- 1.11 Responsible for after-hours leadership for clinical, corporate and emergency response activities.
- 1.12 Strategic leadership over site based environmental and technological changes as well as site emergency management and occupational health and safety.
- 1.13 Represents Bentley Hospital through response to complaints, Ministerial and Parliamentary enquiries.

2. Quality, Safety and Service

- 2.1 Accountable for the monitoring and implementation of safety and quality key performance indicators, including involvement in severity assessment code 1 (SAC1) investigations.
- 2.2 In partnership with the other health professional leaders, leads the establishment and maintenance of a culture of patient safety and contributes to hospital wide initiatives.
- 2.3 Initiates, promotes and facilitates the development quality improvement and risk management projects and programmes at Bentley Hospital, ensuring an evidenced-based outcome-focused culture of improving performance.
- 2.4 Promotes and facilitates multidisciplinary compliance with the National Safety and Quality Health Service Standards and the EQulP National program for Bentley Hospital.
- 2.5 Oversees the development, implementation and monitoring of Bentley Hospital policies, practices, and standards within the Royal Perth Bentley Group governance framework, that will minimise risk and ensure the highest quality of service is provided.
- 2.6 Initiates, promotes and facilitates adherence to, and monitoring of, Nurse Sensitive Indicators for areas of responsibility.
- 2.7 Provides Bentley site-based information to inform area health service clinical planning.
- 2.8 Participates in a continuous process to monitor, evaluate and develop services and performance.

3. Human Resources

- 3.1 Serves as a resource and mentor of evidence-based practice through role modelling and supporting nursing practice changes.
- 3.2 Resolution and management of site based HR issues, substandard performance, liaison and reporting to governing bodies for general health services.

4. Communication

- 4.1 Maintains open and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal communication skills.
- 4.2 Provides a site public relations function.

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 Researches issues of significance and maintains expert awareness of initiatives and innovations both internal and external to Royal Perth Bentley Group.
- 5.3 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 Actively participates in the Peak Performance program.
- 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 Adheres to the performance framework for procurement and contract management and oversees this process and function in accordance with EMHS Policy and the Authorisation Schedule.
- 6.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 6.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

7. Undertakes other duties as directed

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

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 a senior nursing position.
3. Demonstrated knowledge and ability to provide leadership in a complex, professional work environment and influence the achievement of required outcomes for the areas of responsibility.
4. Demonstrated knowledge and application of advanced problem solving strategies.
5. Demonstrated knowledge and application of physical, financial and human resource principles at a senior nursing level.
6. Demonstrated knowledge and application of quality improvement initiatives.
7. Demonstrated well developed interpersonal and communication (written/oral) skills.
8. 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 achievement toward a post graduate qualification in area of speciality.
2. Knowledge of the state and national health policy framework which impacts on health service delivery in Western Australia and on the Hospital and Health Service.

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	April 2019	Last Updated on	May 2019
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