



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>GREAT SOUTHERN</b>		<b>Position No:</b>	615875
<b>Division:</b>	Albany Health Campus	<b>Title:</b>	<b>Nurse Manager – Patient Flow</b>
<b>Branch:</b>	Nursing & Midwifery Services	<b>Classification:</b>	SRN Level 3
<b>Section:</b>		<b>Award/Agreement</b>	Nurses and Midwives Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Operations Manager
	<b>Classification:</b>	HSO Level G-11
	<b>Position No:</b>	613109



<b>Responsible To</b>	<b>Title:</b>	Coordinator of Nursing & Midwifery
	<b>Classification:</b>	SRN Level 7
	<b>Position No:</b>	613578



<b>This position</b>	<b>Title:</b>	<b>Nurse Manager – Patient Flow</b>
	<b>Classification:</b>	SRN Level 3
	<b>Position No:</b>	615875



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u><b>Title</b></u>	
	005190 Nurse Manager – After Hours SRN L3
	005195 Clinical Nurse Manager General Surgical SRN L3
	005193 Clinical Nurse Manager Maternity Neonates SRN L3
	005198 Clinical Nurse Manager Paediatrics General Medical SRN L3
	005196 Clinical Nurse Manager Subacute SRN L3
	005199 Clinical Nurse Manager Perioperative SRN L3
	005197 Clinical Nurse Manager Critical Care SRN L3
	614823 Clinical Nurse Manager Ambulatory Care SRN L3
	615066 Administration Assistant HSO LG-2



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>
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### Section 3 – KEY RESPONSIBILITIES

Responsible for the day to day operational bed management at Albany Hospital, working with a multidisciplinary team to achieve efficient and effective patient flow and the optimal use of human resources within the region.

**WA Country Health Service – Great Southern**

13 May 2019

**REGISTERED**

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE – What we are here to do**

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

**OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving the experience of health care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

**OUR GUIDING PRINCIPLES**

- Consumers first in all we do
- Safe, high quality services and information at all times
- Care closer to home where safe and viable
- Evidence based services
- Partnerships and collaboration

**OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

<p><b>WA Country Health Service – Great Southern</b></p> <p><b>13 May 2019</b></p> <p><b>REGISTERED</b></p>
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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1</b>	<b>OPERATIONAL MANAGEMENT</b>	D	85%
1.1	Responsible for the operational management of the hospital with regard to day to day patient flow and bed access management.		
1.2	Determines bed priority for emergency and elective admissions in consultation with Multidisciplinary stakeholders.		
1.3	Actively participates in daily discharge meetings to establish, monitor and maintain patient flow throughout the organisation.		
1.4	Leads the daily Albany Health Campus bed management meeting and regional bed management meeting via VC and or by phone as required.		
1.5	Monitors patient demand and availability of beds within the organisation to maximise the efficient utilisation of resources.		
1.6	Employs measures to reduce access block and activates systems to expedite the movement of patients region.		
1.7	Negotiates elective theatre rescheduling in consultation with the Nurse Manager - Peri-operative and Coordinator of Nursing & Midwifery.		
1.8	Maintains a central record system for staffing levels and acuity/occupancy reports		
1.9	Provides a central coordination point with Clinical Nurse Managers, Allied Health, Mental Health and Medical Officers to determine patient requirements and ensure efficient patient flow.		
1.10	In association with the WACHS Nurse Coordinator Patient Flow, facilitates planned inter hospital patient transfers from metropolitan hospitals including the application of Enterprise Bed Management (EBM).		
1.11	Monitors high complex patient needs within the context of improving the patient Journey.		
1.12	Assist the Clinical Nurse Managers in the appropriate management of overtime, recall, sick leave replacement and leave planning within the nursing budget and NHpPD guiding principles, on a day to day basis and in the absence of the CNM's.		
1.13	Ensure the most efficient and effective utilisation of resources for bed and staffing management.		
1.14	Acts as a positive role model facilitating the development of peers and other members of the health care team to work together to improve the patients' journey.		
1.15	Advanced problem solving using contemporary knowledge of hospital and community care services to facilitate discharge of patients.		
1.16	Participates in the review, development, implementation and evaluation of policy, procedures and guidelines for nursing and midwifery services and the operational management of the hospital, based on best practice and current research.		
<b>2</b>	<b>CLINICAL PRACTICE</b>	D	10%
2.1	Maintains competence to practice in accordance with national competency standards for the Registered Nurse / Midwife as described by the Nursing & Midwifery Board of Australia.		
2.2	Utilizes highly developed clinical decision making skills across all areas of responsibility, including emergency, high dependency, general medical, general surgical, paediatrics, midwifery or peri-operative, to inform decision making.		
2.3	Responds to all clinical emergency calls, co-ordinating the response as required and anticipates resource implications.		
2.4	Demonstrates continued professional development, including compliance with essential and mandatory training.		
2.5	Involvement with recruitment and development of staff as requested	D	5%
<b>3</b>	<b>OTHER</b>		
3.1	Other duties as directed by the Line Manager.		
<p><i>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety &amp; Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.</i></p>			

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### Section 5 – SELECTION CRITERIA

#### ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia
2. Demonstrated advanced nursing practice skills and experience related to the general nursing, emergency nursing, high dependency or peri-operative nursing
3. Demonstrated well developed communication and interpersonal skills, including conflict resolution and negotiation skills with proven leadership skills.
4. Demonstrated well developed human, physical and financial resource management skills for the delivery of quality and safe patient care incorporating risk management
5. Demonstrated computing skills to enable navigation of online policy access, internal communication and completing online learning resources
6. Demonstrated skills in prioritising to achieve innovative solutions through problem solving
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these affect employment and service delivery

#### DESIRABLE

1. Possession of or working towards post-graduate qualification in nursing management or related field of study
2. Previous experience in a bed management and/or patient flow role within an acute hospital environment
3. Previous experience in rural or remote health service delivery, with an understanding of the current issues that impact on rural health service delivery

### Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Albany	<b>Accommodation</b>	Nil
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement</li> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening</li> <li>• Working With Children (WWC) Check</li> <li>• Successful Pre- Placement Health Screening clearance</li> </ul>		
<b>Specialised equipment operated</b>	Clinical equipment relevant to the nursing practice area. Microsoft office and online education applications. HCare and other clinical management applications.		

### Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Manager**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

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Great Southern**

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**REGISTERED**