



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Nurse Manager - Patient Flow
Nurses and Midwives Agreement: SRN Level 3
Position Number: 707475
Nursing Services
Osborne Park Hospital

Reporting Relationships

Nurse Co-Director
 SRN Level 10
 Position Number: 700549



Coordinator of Nursing
 SRN Level 7
 Position Number: 707749



This Position



← Also reporting to this supervisor:

- Clinical Nurse Manager, Ward 3, 4, and 5
- Clinical Nurse Specialist, Parkinson's
- Clinical Nurse Manager, After Hours
- Clinical Nurse Manager, Night Duty

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	<ul style="list-style-type: none"> • N/A

Prime Function / Key Responsibilities

The Nurse Manager Patient Flow and Staffing responsibilities include management of human and material resources, environmental safety, budgetary monitoring and patient flow to support the delivery of safe quality patient care by all nursing/midwifery personnel.

Brief Summary of Duties

1. Human Resource Management

- 1.1 In collaboration with relevant Clinical Nurse Manager/Area Manager, determines department's nursing/midwifery staffing requirements and prepares staffing submissions.
- 1.2 Analyses clinical, management and workforce trends and formulates appropriate actions including nursing/midwifery utilisations, agency nursing and NHpPD data.
- 1.3 Responsible for recruitment and selection of casual nursing staff.
- 1.4 Responsible for line management, including professional development of casual registered nurses and enrolled nurses.
- 1.5 Maintains and reviews data on Lattice and RoStar.
- 1.6 Responsible for management of agency nursing /midwifery timesheets, documentation and invoices.

2. Patient Flow

- 2.1 Coordinates patient flow for waitlisted patients from SCGH and community and monitors admission times.
- 2.2 Maintains waitlist and responds proactively to demands for beds.
- 2.3 Maintains data regarding patient activity in Bedstate, Enterprise Bed Management and Bed Management Discharge System and ensures data meets reporting requirements at local, State and Commonwealth levels.
- 2.4 Maintains partnerships and networking processes across the SCGOPHCG including representation of OPH at SCGOPHCG Patient Flow initiatives.
- 2.5 Facilitates and supports complex discharge planning including for patients requiring intrastate, interstate and international transport.

3. Leadership /Communication

- 3.1 Assumes role of role of Emergency Response Team Leader.
- 3.2 Assumes role of Emergency Control Group Coordinator until relieved.
- 3.3 Acts as a positive role model, in alignment with organisational values behaviours and code of conduct. Promotes open communication, constructive problem solving and effective team work.
- 3.4 Demonstrates a high level of interpersonal communication skills through effective leadership.

4. Professional

- 4.1 Maintains and evaluates own personal and professional development and performance.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe work environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 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.

- 6.1 Other duties as required/requested by the Nurse Co-Director/Coordinator of Nursing.

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 recent experience in relevant speciality.
3. Advanced interpersonal and communication (written and verbal) skills.
4. Demonstrated extensive and effective analytical and problem solving skills.
5. Demonstrated effective change management, conflict resolution and coordination skills in the influencing of teams to facilitate patient flow.
6. Extensive experience in Health Information Systems and use of Information Technology to support efficient work practices.
7. Extensive knowledge and application of continuous quality improvement and risk management to ensure that accreditation standards and related professional standards are met.
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 or accredited course in health services leadership and management.

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: Marie Slater
Signature: HE75474
Date:

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