



North Metropolitan Health Service
Job Description Form

HSS Registered

Clinical Nurse Manager
Nurses and Midwives Agreement: SRN Level 3
Position Number: 700610
Rehabilitation & Aged Care Services
Osborne Park Hospital

Reporting Relationships

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



Coordinator of Nursing
 Award Level: SRN 7
 Position Number:



This Position



← Also reporting to this supervisor:

- CNM RAC Services
- CNS Parkinson's
- Duty Nurse Manager
- Afterhours Clinical Nurse Manager
- Night Duty Clinical Nurse Manager

<p>Directly reporting to this position:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Title</th> <th style="text-align: left;">Classification</th> <th style="text-align: left;">FTE</th> </tr> </thead> <tbody> <tr> <td>Area Manager</td> <td>Level 2</td> <td></td> </tr> <tr> <td>Clinical Nurses</td> <td>Level 2</td> <td></td> </tr> <tr> <td>Registered Nurses</td> <td>1.2-1.8</td> <td></td> </tr> <tr> <td>Enrolled Nurses</td> <td></td> <td></td> </tr> <tr> <td>Advanced Skilled Enrolled Nurses</td> <td></td> <td></td> </tr> <tr> <td>Assistants in Nursing</td> <td></td> <td></td> </tr> </tbody> </table>	Title	Classification	FTE	Area Manager	Level 2		Clinical Nurses	Level 2		Registered Nurses	1.2-1.8		Enrolled Nurses			Advanced Skilled Enrolled Nurses			Assistants in Nursing			<p>Other positions under control</p> <ul style="list-style-type: none"> •
Title	Classification	FTE																				
Area Manager	Level 2																					
Clinical Nurses	Level 2																					
Registered Nurses	1.2-1.8																					
Enrolled Nurses																						
Advanced Skilled Enrolled Nurses																						
Assistants in Nursing																						

Prime Function / Key Responsibilities

The Clinical Nurse Manager responsibilities include management of human and material resources, environmental safety, budgetary monitoring and development and maintenance of standards of practice to ensure the delivery of safe quality patient care by all nursing personnel within the assigned area of speciality of the Hospital.

Brief Summary of Duties

1. Clinical Practice

- 1.1 Collaborates with other health professionals to develop, implement, evaluate and promote clinical protocols and Standards of Practice which reflect evidence based best practice.
- 1.2 Ensures competence in clinical practice and in the delivery of a high standard of individualised patient care.
- 1.3 Acts as a clinical resource for all nursing staff within speciality.
- 1.4 Demonstrates advanced clinical nursing problem solving skills.
- 1.5 Identifies and responds to unsafe practices; plans and implements corrective action and monitors change.

2. Clinical Management

- 2.1 Acts to rectify inappropriate professional behaviour.
- 2.2 Facilitates the change process.
- 2.3 Demonstrates sound conflict resolution skills.
- 2.4 Develops nursing practices, which effectively utilise available human material resources.
- 2.5 Responsible for the investigation of incidents/accidents in work area in consultation with an OS&H Representative.
- 2.6 Ensures data collection meets reporting requirements at local, State and Commonwealth levels.

3. Leadership / Communication

- 3.1 Collaborates with specialist nurses in the delivery of patient care.
- 3.2 Demonstrates a high level of interpersonal skills through effective leadership.
- 3.3 Promotes open communication, constructive problem solving and effective team work.
- 3.4 Ensures all principles and practices of relevant legislation, including EEO, Disability Services, OS&H and Quality Improvement are applied.

4. Human Resource Management

- 4.1 Responsible for the recruitment, selection and orientation of new staff.
- 4.2 Responsible for the effective and efficient utilisation of human resources including staffing levels, staff mix, patient acuity and leave.

5. Materials Resources

- 5.1 In liaison with relevant departments effectively manages the allocated material and financial resources for the area of responsibility.
- 5.2 Reviews and makes recommendations on material resources.

Clinical Nurse Manager | SRN Level 3 | Position Number 700610

6. Professional

- 6.1 Maintains and evaluates own personal and professional development and performance
- 6.2 Analyses and evaluates research findings for incorporation into practice where appropriate.
- 6.3 Acts as a resource/mentor to nursing staff.

7. NMHS Governance, Safety and Quality Requirements

- 7.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 7.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 7.3 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.
- 7.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 7.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 7.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

8. Undertakes other duties as directed.

Clinical Nurse Manager | SRN Level 3 | Position Number 700610

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 clinical / professional experience within area of speciality.
3. Advanced interpersonal and communication (written and verbal) skills.
4. Leadership experience and skills including the ability to motivate staff to achieve excellence in patient care.
5. Effective analytical and problem solving skills.
6. Extensive knowledge and application of continuous quality improvement and risk management to ensure that accreditation standards and related professional standards are met.
7. Extensive knowledge and application of research and best practice principles.
8. Financial and human resource management skills and experience.
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 working toward the attainment of a post graduate qualification in area of speciality.
2. Working knowledge of Information Systems applicable to Nursing 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: Lorraine Beaty
Signature:HE09024
Date:12/04/2017

Dept./Division Head

Name: Marie Slater
Signature:HE75474
Date:12/04/2017

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