



North Metropolitan Health Service
Job Description Form

HSS Registered

Clinical Nurse Manager

Nurses and Midwives Agreement: SRN Level 3

Position Number: 004942

Waitlist Management / Surgical Division

Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Nursing Co-Director Surgical Division

RN SRN Level 10

Position Number: 007327



Deputy Nurse Co-Director Surgical Division

RN SRN Level 9

Position Number: 007337



This Position



Also reporting to this supervisor:

CNC SRN 4 (4 FTE)

CNM SRN 3 (4 FTE)

CNS SRN 3 (9 FTE)

CON SRN 7 (1 FTE)

NM SRN 3 (6 FTE)

NP SRN 7 (1 FTE)

Directly reporting to this position:

Title	Classification	FTE
CN	ANF Level 2	5.88
C/O IPBS	HSO1 Level 6	1

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 clinical leadership and management within the organisation, clinical division and area(s) of responsibility. Upholds and functions within the core values of the organisation of Accountability, Compassion, and Continuous Learning & Teamwork.

Brief Summary of Duties

1. Leadership

- Provides local leadership to medical, nursing and allied health professionals in areas(s) of specialty.
- Acts as a positive role model in alignment with organisational values and code of conduct.
- Directs and participates in advanced complex patient care in the area(s) of expertise.
- Develops policies and monitors compliance with relevant standards, legislation and regulatory requirements.
- Develops and implements business plans and strategies to facilitate effective utilisation of human, financial and physical resources in line with divisional and corporate priorities.
- Provides a public relations function for the area including investigation and management of ministerial enquiries and patient complaints.
- Maintains excellence in interpersonal skills, leadership and motivation staff in times of change.
- Advocates (via both verbal and written mediums) for nursing at SRN and executive forums.

2. Empowerment

- Promotes a team approach to decision-making and high quality patient care.
- Facilitates 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.
- Inspire a culture of collaboration engaging staff, patients and carers.

3. Professional Practice.

- Provision and allocation of staff, based on the analysis and working knowledge of clinical needs, skill mix and available resources.
- Manages the allocated/available budget for the area(s) of responsibility.
- Manages and coordinates the recruitment, selection and orientation of staff. Implements and maintains performance management systems which support the ongoing development of staff.
- Actively participates in the development and implementation of clinical standards, policies and strategies for the area(s) of specialty.
- Maintains and reviews the standards of clinical care and implements policy change in alignment with evidence based practice.
- Analyses clinical and management trends and formulates appropriate actions.
- Maintains recency of nursing practice as required by AHPRA.

4. Innovation

- Demonstrates change management principles to support organisational goals.
- Develops innovative solutions to local and organisational challenges.
- Analyses research to determine clinical best practice.

5. NMHS Governance, Safety and Quality Requirements

- Ensures the maintenance of a safe work environment.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 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 of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, Health Board, 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 and professional experience 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. Well-developed analytical and problem solving skills.
7. Extensive knowledge and application of safety and quality improvement and research principles.
8. Demonstrated commitment to clinical teaching, programme and procedural development.
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: Lara Vasta
Signature/HE: he47086
Date: 08/11/2019

Dept./Division Head

Name: Peter McEwen
Signature/HE:he46160
Date:

Position Occupant

Name:
Signature/HE:
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

The SCGH Professional Practice Model for Nursing is a conceptual framework that supports nurses in their practice. The model defines the practice of nursing at SCGH, and the actions, interactions and partnerships necessary to achieve high quality patient care. Our model emphasises the importance of nursing leadership, best practice, innovation and professional growth, to achieving safe, quality outcomes for patients, staff and the community.

