



HSS Registered December 2019

Clinical Nurse Manager - After Hours
Nurses and Midwives Agreement: SRN Level 3
Position Number: 700135
Nursing Services / Osborne Park Hospital

Reporting Relationships

Nurse Co-Director
Award Level: SRN Level 10
Position Number: 700549



Coordinator of Nursing
Award Level: SRN Level 7
Position Number: 707749



This Position



Also reporting to this supervisor:

- Clinical Nurse Managers Night Duty
- Duty Nurse Manager
- Clinical Nurse Managers RAC
- Clinical Nurse Specialist Parkinson's

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

<u>TITLE</u> <u>FTE</u>	<u>CLASSIFICATION</u>
Clinical Nurse	Level 2
Registered Nurse	Level 1
Clinical Midwife	Level 2
Registered Midwife	Level 1
Advanced Skilled Enrolled Nurse	
Enrolled Nurse	
Assistant in Nursing	
• TOTAL FTE's: Variable	

Prime Function / Key Responsibilities

The Clinical Nurse Manager (After Hours) responsibilities include management of human and material resources, environmental safety, and bed management to support site based services afterhours within the Hospital.

Brief Summary of Duties

1. Leadership / Communication

- 1.1. Acts as first line accountability for significant Hospital and system-wide issues which arise after hours.
- 1.2. Communicates with on-call Executive for significant clinical or Hospital wide issues that arise.
- 1.3. Coordinates Hospital bed management and emergency theatre bookings after hours.
- 1.4. Coordinates the response to local and hospital wide clinical and non-clinical emergencies after hours, including assuming the role of Emergency Control Group Coordinator.
- 1.5. Demonstrates a high level of interpersonal communication, constructive problem solving and effective team work skills.
- 1.6. Coordinates the call out of ancillary services including Radiology and Pathology after hours.
- 1.7. Monitors and maintains environmental safety in conjunction with the Security Officer after hours.

2. Clinical Management

- 2.1 Allocates nursing/midwifery resources according to analysis of clinical needs, patient acuity and available resources.
- 2.2 Responsible for the investigation of accidents, incidents and complaints that occur after hours in consultation with day duty Clinical Nurse Managers and/or Occupational Safety and Health Manager.
- 2.3 Acts as a clinical resource and direct clinical teacher utilising generalist expertise and advanced clinical problem solving skills.
- 2.4 Maintains and reviews data on Lattice, RoStar, Bed Management Discharge System and Enterprise Bed Management System and ensures data meets reporting requirements at local, State and Commonwealth levels.
- 2.5 Updates the Patient Information System (TOPAS) in the absence of clerical staff.

3. Human Resource Management

- 3.1 Liaises directly with Nurse West and other agencies regarding Nurse West and agency staff.
- 3.2 Participates in the recruitment, selection and orientation of new staff.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

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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 skills and recent experience in relevant care setting.
3. Ability to perform under pressure and/or at opposition.
4. Advanced interpersonal and communication (written and verbal) skills.
5. Demonstrated effective analytical and problem solving skills.
6. Demonstrated effective people management, change management and conflict resolution skills.
7. Financial and human resource management skills and experience.
8. Extensive knowledge and application of continuous quality improvement and risk management to ensure that accreditation standards and related professional standards are met.
9. Current knowledge of legislative and regulatory requirements in the areas of nursing/midwifery employment, people management and service delivery.

Desirable Selection Criteria

1. Possession of or working towards the attainment of a relevant tertiary qualification.
2. Working knowledge Information Systems applicable to Nursing Management, especially Lattice and RoStar.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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/HE: 09024
Date: 18/07/2017

Dept./Division Head

Name:
Signature:
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