



HSS Registered

Coordinator of Nursing

Nurses and Midwives Agreement: SRN Level 7

Position Number: 708003

Corporate Nursing

Sir Charles Gairdner Osborne Park Health Care Group

Reporting Relationships

Executive Director of Nursing Services
Award Level: AS4001
Position Number: 006287



Nurse Director - Corporate Nursing
Award Level: RN SRN Level 10
Position Number: 003221



This Position



Also reporting to this supervisor:

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Directly reporting to this position:

Title	Classification	FTE
• Nil		

Other positions under control

- Nil

Prime Function / Key Responsibilities

The Coordinator of Nursing - Informatics is responsible for the leadership and management of nursing and clinical information to the Sir Charles Gairdner Osborne Park Health Care Group. The role provides oversight to all nursing and clinical informatics initiatives.

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Brief Summary of Duties

1. Leadership

- 1.1 Leads and manages with integrity and compassion and is accountable for the ongoing development and maintenance of the nursing informatics service, taking a leadership role in the development of electronic working environment of the Sir Charles Gairdner Osborne Park Health Care Group (SCGOPHCG) initiatives.
- 1.2 Translate nursing/midwifery practice information between nurses and systems engineers, analysts, or designers using object-oriented models or other techniques.
- 1.3 Coordinates the design, development, selection, testing, implementation, and evaluation of new or modified informatics solutions, data structures, and decision-support mechanisms to support patients, health care professionals, and their information management and human-computer and human technology interactions within health care contexts.
- 1.4 Coordinates the reporting requirements for the nursing governance framework by defining, collating, analysing and evaluating nursing key performance and management indicators.
- 1.5 Leads the growth of a digitally literate nursing workforce.
- 1.6 Represents Nursing and Midwifery in the governance of information management and technology initiatives that impact nursing and midwifery clinical practice and work flows.
- 1.7 Actively participates in forums internal and external to the organisation to discuss and resolve issues, promote the exchange of ideas and support effective change management practices.
- 1.8 Identifies and utilises a variety of resources to resolve problems confronted in relation to nursing and midwifery workforce demands and evolving nursing care models and changing populations.

2. Research Innovation

- 2.1 Initiates and analyses research to determine management trends.
- 2.2 Promotes excellence and implements best practice that supports the delivery of appropriate nursing practice and management.
- 2.3 Researches nursing workforce issues of significance to the health reform agenda and maintains an expert awareness of key initiatives and innovations nationally and internationally.
- 2.4 Promotes and participates in the development of a continuous quality improvement environment ensuring evidenced based outcome-focused culture of improving performance for the service in accordance with best practice and National Safety and Quality Health Service Standards.

3. Communication

- 3.1 Build and maintains positive and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal communication skills.
- 3.2 Provides a public relations function for the area including where relevant investigation and management of ministerial reporting requirements, enquiries and consumer complaints.
- 3.3 Effectively and positively represents the SCGOPHCG in external forums.

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4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment
- 4.2 Participates in an annual professional development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance 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. **Demonstrate a proven record** of professional clinical leadership at a senior level in an acute hospital environment.
3. **Achieves results** including the ability to inspire a sense of purpose and the ability to analyse and translate key strategic objectives into operational goals.
4. **Builds productive relationships** including the ability to broker cooperation and partnerships across the organisation, and the ability to engage, develop, and maintain positive working relationships with colleagues and with diverse groups of people within the health sector.
5. **Communicates and influences effectively** including the ability to consult, negotiate and advocate persuasively. Seeks to understand diverse views and differences of key stakeholders and being able to effectively listen.
6. **Exemplifies personal integrity, accountability and compassion** in a large and complex organisation including the ability to take personal responsibility for meeting objectives and the ability to demonstrate initiative and innovation.

Desirable Selection Criteria

1. Possession of a post graduate qualification in area of speciality.
2. Knowledge of the state and national health policy framework which impacts on health service delivery in Western Australia and on the Hospital and Health Service.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

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:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: