



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	613823
Division:	MPS Operations	Title:	Nurse Manager
Branch:	Central Managers	Classification:	SRN Level 3
Section:	Gnowangerup	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Operations Manager MPS
	Classification: HSO Level G-11
	Position No: 613602

Responsible To	Title: Director of Nursing/Health Service Manager
	Classification: SRN Level 7
	Position No: 006059

This position	Title: Nurse Manager
	Classification: SRN Level 3
	Position No: 613823

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
006010 Administrative Assistant HSO LG-3
006011 Senior Medical Imaging Technologist HSO LP-2
006060 Nurse Manager SRN L3
006061 Clinical Nurse Manager – Perioperative SRN L3
006193 Business Manager HSO LG-6
007664 Clinical Nurse Specialist – Remote Area Healthcare SRN L2
007706 Client Coordinator HSO LG-4
613183 Senior Project Officer HSO LG-7
613824 Nurse Manager SRN L3
614609 Nurse Practitioner Emergency Care SRN L7
615568 Staff Development Nurse RN L2

Positions under direct supervision:			Other positions under control:	
Position No.	Title		Category	Number
006122	Reception Clerk	HSO LG-2		
006127	Registered Nurse	RN L1		
006130	Enrolled Nurse	EN L1-4		
006144	Activity Coordinator	HSO LG-2		

Section 3 – KEY RESPONSIBILITIES

Responsible for the effective and efficient operational management of Gnowangerup Hospital including care, assessment, planning, case management and delivery of health care to complex clients. Also provides a specialist clinical consultant and educational service to clients, carers and primary health care providers.

WA Country Health Service –
Great Southern

20 December 2019

REGISTERED

TITLE	Nurse Manager	POSITION NO	613823
		CLASSIFICATION	SRN Level 3



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

**WA Country Health Service –
Great Southern**

20 December 2019

REGISTERED

TITLE	Nurse Manager	POSITION NO	613823
		CLASSIFICATION	SRN Level 3

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	CLINICAL		30%
1.1	Maintains their competence to practise in accordance with national competency standards for the Registered Nurse as described by the Nursing & Midwifery Board of Australia.		
1.2	Maintains advanced skills and competence in the provision of evidence based nursing care including assessment, planning, implementation and evaluation of care delivery within the acute and emergency setting.		
1.3	Participates flexibly within a rostered shift profile of 50% of rostered time.		
1.4	Provides advanced clinical leadership, expertise and consultancy to nursing within acute and emergency nursing practise setting.		
1.5	Leads the implementation of evidence-based clinical guidelines, protocols and standards which affect the care of patients in acute and emergency nursing practice settings.		
1.6	Undertakes a leadership role in collaboration within the multi-disciplinary team for complex care issues to facilitate problem solving, hospital avoidance, end of life planning and discharge planning.		
1.7	Coordinates quality improvement projects within acute and emergency nursing to ensure outcome based customer focused service delivery.		
1.8	Provides expert nursing care to patients as required to maintain safe staffing levels.		
1.9	Ensures the appropriate supply of clinical equipment, supply and pharmacy to deliver safe care to acute and emergency.		
1.10	In collaboration with staff development ensures that staff within area of responsibility has access to appropriate training to deliver safe and quality care to patients.		
1.11	Ensures that appropriate systems for clinical supervision, support and performance reviews are provided to staff.		
2	MANAGEMENT		30%
2.1	In collaboration with the Director of Nursing/Health Service Manager is responsible for the monitoring and control of the budget allocation, within delegated responsibility including establishment of staffing roster profiles, forward management of staffing levels and associated resources for predicted occupancy.		
2.2	Monitors and adjusts nursing and carer staff levels in response to patient acuity and safety risks, including reporting variances within Nursing Hours per Patient Day according to the Nurses and Midwives Agreement.		
2.3	Manages the performance development of nursing and unregulated healthcare staff, including the development of portfolios for staff and managing performance improvement.		
2.4	Undertakes the recruitment and selection of staff within area of responsibility.		
2.5	Responsible for the implementation of agreed budget control strategies for area of responsibility, regularly monitors variances and reports to the DON/HSM, including assisting to identify expenditure reducing strategies and revenue raising strategies.		
2.6	Provides relevant information, statistical data and analysis to the DON/HSM as required.		
2.7	Responsible in collaboration with the Clinical Nurses and staff development for identifying the educational needs of individuals and facilitates education/training as required.		
2.8	Responsible for monitoring and developing strategies to meet performance outcomes for area of responsibilities, including appropriate escalation of issues outside of control.		
2.9	Identifies and completes information required for the Medical Equipment Replacement Program, including participating in trialling and procurement of new products.		
3	LEADERSHIP		30%
3.1	Undertakes investigations of clinical incidents and patient complaints, including implementing and evaluating recommendations.		
3.2	Participates in the review and implementation of WACHS standards, policies, procedures and site guidelines.		
3.3	In collaboration with the DON/HSM develops, implements and evaluates the business / operational plans for inpatient services to achieve desired patient and organisational outcomes.		
3.4	Promotes WACHS strategic direction and the Great Southern strategic plan.		
3.5	Develops, monitors and evaluates the quality program across the Health Service, including liaising within the region for collation and analysis of performance indicators particularly those related to the National Standards and other related Australian Standards.		
3.6	Develops, implements and evaluates new initiatives and strategies to improve the standard of patient care.		
3.7	Participates in relevant WACHS-GS committees and WACHS committees relevant to area of responsibility.		

WA Country Health Service –
Great Southern

20 December 2019

REGISTERED

<p>4 4.1</p>	<p>OTHER Other duties as specified by the Director of Nursing/Health Service Manager, Central Great Southern within scope of practice.</p>		<p>10</p>
	<p>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.</p>		

TITLE	Nurse Manager	POSITION NO	613823
		CLASSIFICATION	SRN Level 3

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing & Midwifery Board of Australia.
2. Demonstrated well developed clinical and leadership skills and knowledge in acute emergency and residential aged care nursing including change leadership.
3. Demonstrated well developed experience to manage human, material and environmental resources to achieve safe high quality consumer centred patient care.
4. Demonstrated excellent communication and interpersonal including negotiation and conflict resolution.
5. Demonstrated knowledge and experience in the delivery of safe, high quality care incorporating contemporary quality and risk management in the provision of consumer centred care.
6. Demonstrated computer skills to enable manipulation of online data information, navigation of online policy access, undertake live patient information data entry, internal communication and completing online learning resources.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
8. Eligible for / or in possession of a current C or C-A Class drivers licence

DESIRABLE

1. Post graduate qualification in a relevant speciality.
2. Knowledge of contemporary issues and trends in Rural Health Service Delivery.

Section 6 – APPOINTMENT FACTORS

Location	Gnowangerup	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement. • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Successful Aged Care Criminal Record Clearance • Evidence of a current C or C-A Class drivers licence 		
Specialised equipment operated	Clinical Equipment relevant to the practice area, including but not limited to non-invasive haemodynamic monitoring, shock-advisory defibrillators, point of care devices and Telehealth equipment Health Information systems, including but not limited to WepPas and Microsoft office		

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Manager

Signature and Date: ____/____/____
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

**WA Country Health Service –
Great Southern**

20 December 2019

REGISTERED