



North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

**Staff Development Nurse**

**Nurses and Midwives Agreement: RN Level 2**

**Position Number: 004554**

**Ward G41 Cardiology / Acute Services**

**Sir Charles Gairdner Osborne Park Health Care Group / North Metropolitan Health Service**

**Reporting Relationships**

Deputy Nurse Co Director  
RN SRN Level 9  
Position Number: 007338



Clinical Nurse Specialist  
RN SRN Level 3  
Position Number: 004400



**This Position**



← Also reporting to this supervisor:

- Clinical Nurse
- Registered Nurse
- Enrolled Nurse

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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**Prime Function / Key Responsibilities**

Under the direction of the relevant Senior Registered Nurse(s) practises as a Staff Development Nurse in keeping with the Australian Nursing and Midwifery Board Registration Standards and Nursing Practice Decision Flowchart. Ongoing assessment of the knowledge and skills of nursing staff in designated ward/unit. Planning and implementation of education and training programs and participation in the planning and implementation of hospital wide Staff Development programs. Provision of support for new staff, including orientation, coaching and preceptorship. Provides clinical knowledge and expertise within the clinical areas. Upholds and functions within the core values of the organisation and nursing values of Care, Respect, Innovation, Teamwork & Integrity.

### Brief Summary of Duties

#### 1. Leadership

- Monitors and promotes clinical and professional development of staff, addresses deficits and monitors progress.
- Utilises proficient communication skills and provides effective documentation and feedback for learners and others.
- Promotes and develops co-operative relationships with nursing colleagues, other staff and the public.
- Engages and supports management in anticipating and facilitating effective change management.
- Acts as a clinical resource.

#### 2. Empowerment

- Conducts Training Needs Analysis (TNA) to determine the learning needs of staff in the area.
- Coordinates, facilitates and delivers learning opportunities/ in-service programs to enable nurses to attain and sustain competency in clinical performance.
- Seeks internal and external clinical and education related learning opportunities to ensure own knowledge and skills are maintained.

#### 3. Professional Practice

- Plans, prepares and manages training and development activities based on TNA for new and established staff.
- Facilitates assignment of suitable preceptors to new staff and liaises with preceptors to evaluate the progress of new staff.
- Supports the performance management of local staff in collaboration with relevant SRN/s.
- Acts as an assessor of basic life support and manual handling, and other competencies relevant at a local and hospital wide level.
- Manages and maintains training and development records, including electronically.
- Maintain recency of practice requirements as required by AHPRA.
- Assists in the provision of nursing care to support staff in times of unplanned staffing deficit.

#### 4. Innovation

- Utilises evidence based nursing research findings in education programs.
- Evaluates learning outcomes to improve future training and development programs.
- Participates in internal and external committees or working groups relevant to the area of specialty or interest.

#### 5. NMHS Governance, Safety and Quality Requirements

- Participates in 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 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, WA Health, 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 with the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced clinical skills and experience relevant to the area.
3. Demonstrated ability to provide leadership consistent with the organisational values and behaviours.
4. Demonstrates ability to apply adult learning principles to facilitate opportunities in clinical and formal education contexts.
5. Ability to collaboratively design, develop, conduct and evaluate both teaching and learning experiences.
6. Ability to work in a team environment using effective communication and interpersonal skills.
7. Demonstrated ability to adapt to changes in the workplace (including clinical situations).
8. Demonstrates an active role in quality improvement & risk management activities.

### **Desirable Selection Criteria**

1. Possess or be working towards a certificate or qualification relevant to the position.
2. Current knowledge and commitment to Equal Opportunity in all aspects of 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.
- Provision of the minimum identity proofing requirements.
- 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/HE:  
Date:

### **Position Occupant**

Name:  
Signature/HE:  
Date:

## Organisational Environment

<b>Our Vision</b>	Exceptional care from dedicated people
<b>Our Motto</b>	We put patients first
<b>Our Values</b>	Care, Respect, Innovation, Teamwork & Integrity

## 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.

