



North Metropolitan Health Service
Job Description Form

HSS Registered

Nurse Manager - Mental Health (Forensics)
Nurses and Midwives Agreement: SRN 4
Position Number: 008573
Mental Health, Public Health, Dental Services
North Metropolitan Health Service

Reporting Relationships

Co-Director Specialties
 HSO Level: G-11
 Position Number: CG008260



Coordinator of Nursing – Mental Health
 HSO Level: SRN 7
 Position Number: 008564



This Position



← **Also reporting to this supervisor:**

- Clinical Nurse Manager, SRN 4, 1.0 FTE (Fixed term until June 2020)

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	
Clinical Nurse Specialist	SRN 3	Various	<ul style="list-style-type: none"> N/A
Clinical Nurses	RN 2-4		
Registered Nurses	RN 1		
Enrolled Nurses	EN L1-6		

Prime Function / Key Responsibilities

Responsible for leading and managing services to deliver evidence based care for optimal patient outcomes within allocated resources. Accountable for improving and maintaining standards and delivering outcomes consistent with service and organisational priorities. Ensures the delivery of patient centred service against key performance indicators (KPIs), including quality, budget and human resources. The position provides a consultation and liaison service within their area of expertise to relevant internal and external customers.

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Brief Summary of Duties (in order of importance)

1. Leadership

- 1.1 Provides the single point of accountability for clinical and management leadership for services within the Unit.
- 1.2 Provides leadership to nursing, medical, allied health professionals and patient support services within North Metropolitan Service.
- 1.3 Provides a consultation and liaison service to internal and external health care providers, providing an influence within their area of expertise
- 1.4 Facilitates the provision of advanced and complex patient care within the area of speciality at a Hospital and Health Service level working in a leadership with the interdisciplinary team members and external providers
- 1.5 In partnership with the Co-Director and/or Coordinator of Nursing - Mental Health, contributes to the achievement of national targets for the area of specialty and reports against agreed KPIs.
- 1.6 Provides an expert consultancy service for a broad range of stakeholders, internal and external to the Hospital.
- 1.7 Provides management of nursing standards and/or professional matters, legislation and regulatory requirements affecting the delivery and standard of nursing services.
- 1.8 Responsible for the management of the allocated/available budgets and achieving national targets for the area of responsibility within an Activity Based Funding/Activity Based Management environment, reporting against the agreed KPIs in conjunction with the Medical Director.
- 1.9 Analyses relevant research to determine clinical and management trends, initiates and implements best practice that supports the delivery of evidence based clinical care and management in area of specialty.
- 1.10 Maintains excellence in interpersonal skills and leadership to engage and guide the interdisciplinary team and external customers to deliver effective patient care.
- 1.11 Serves as a resource and mentor of evidence based practice through role modelling, professional direction, guidance and support of nursing practice.
- 1.12 In consultation with the Coordinator of Nursing - Mental Health, incorporates and monitors the delivery of evidence based nursing practice into patient care, standards and leadership responsibilities.

2. Service Planning, Delivery and Evaluation

- 2.1 In partnership with the Co-Director and Coordinator of Nursing - Mental Health, develops and implements business plans, budgets and strategies, to facilitate effective utilisation of allocated human, financial and physical resources consistent with the division and corporate priorities.
- 2.2 Initiates and participates in the development of formal nursing research, quality improvement and risk management strategies for their area of speciality and organisation wide.
- 2.3 Responsible for addressing patient complaints ensuring compliance with legal requirements governing the organisation.
- 2.4 In consultation with the Co-Director and Coordinator of Nursing - Mental Health, investigates, reviews, monitors and prepares reports related to clinical incidents, performance, complaints, grievances and disciplinary issues regarding nursing services and the quality of patient care and service delivery as it relates to nursing practice.
- 2.5 In partnership with clinical staff, the Co-Director and the Coordinator of Nursing Mental Health, leads the establishment and maintenance of a culture of patient safety within the area of specialty and contributes to organisation wide initiatives.

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- 2.6 Develops standards and policies for the areas of speciality using an evidence based approach, developing innovative methods and techniques for effective practice and change internal and external to the area of responsibility.
- 2.7 In consultation with the Nurse coordinator and strategic planning, monitors the internal and external environment and influences to ensure that nursing services and other services under area of responsibility are able to meet the changing needs of the health care industry.

3. Human Resource Management

- 3.1 Provides nursing leadership in the monitoring of nursing workforce indicators, including staff numbers/skill mix/workforce utilisation to identify trends and makes recommendations to ensure appropriate use of resources and effective nursing workforce planning.
- 3.2 Allocates staff mix according to analysis of clinical needs promoting optimal use of available resources within best practice guidelines.
- 3.3 Implements and maintains performance management systems which support ongoing development of staff.
- 3.4 Leads the recruitment, selection and appointment of staff in accordance with Public Sector Standards and in the context of professional responsibility.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe work 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.
- 4.7 Conducts activities in compliance with the Mental Health Act and the National Mental Health Standards.

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. Demonstrated advanced knowledge, experience and leadership in area of specialty and ability to promote effective and diverse teams to facilitate positive outcomes.
3. Demonstrated knowledge and application of financial, information and human resource management principles.
4. Demonstrated significant knowledge and application of research and best practice principles and ability to work in accordance with the Mental Health Act, National Mental Health Standards and any other relevant legislation and their impact on the delivery of nursing practice.
5. Demonstrated advanced skills in policy formulation, implementation and evaluation.
6. Demonstrated highly developed conceptual, analytical and communication skills.
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.

Desirable Selection Criteria

1. Possession of or significant progression towards attainment of a post graduate qualification related to area of specialty.

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: