



Job Description Form



GREAT SOUTHERN
Landscape Photos: Tourism Western Australia

Position Title

Position number: 615875

Nurse Manager – Patient Flow

Regional Profile

The Great Southern is situated on Western Australia's south coast and covers 39,007 square kilometres. The Great Southern is unmatched for the scale, diversity and accessibility of its natural attractions, including rugged coastline, white sandy beaches, forests, wildflowers and the highest peaks in southern Western Australia. The region boasts robust tourism and primary production industries which provide the backbone of the economy. The town of Albany is central to WACHS Great Southern and is located alongside the historically rich and picturesque Port of Albany. The Regional Health Service offers one main health facility at Albany which is widely supported by a network of smaller Multi-Purpose Service (MPS) sites at Bremer Bay, Denmark, Gnowangerup, Jerramungup, Katanning, Kojonup, Plantagenet, Ravensthorpe and Tambellup.

About the WA Country Health Service

Our Strategic Priorities



Our Vision

To be a global leader in rural and remote healthcare.

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.

Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: Nurse Manager – Patient Flow	Position Number: 615875	Classification: SRN Level 3
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Directorate overview

Albany Health Campus offers services such as: medical, surgical, emergency, inpatient/outpatient, ambulatory, midwifery, patient support (including travel assistance), chemotherapy, visiting specialist clinics, along with the associated administrative/safety, quality and risk management services.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au

Position Details

Position Number:	615875	Registration Date:	28 November 2022
Classification:	SRN Level 3	Location:	Albany Health Campus
Award / Agreement:	Nurses and Midwives Agreement		
Organisational Context:	Great Southern - Albany Health Campus - Albany Operations		

Position Overview

Responsible for the day to day operational bed management at Albany Hospital, working with a multidisciplinary team to achieve efficient and effective patient flow and the optimal use of human resources within the region.

Reporting Relationships

Responsible to:		←	Other positions reporting to this position:	
613578	Coordinator of Nursing & Midwifery SRN Level 7		005190	Nurse Manager After Hours SRN L3
↑			005193	Clinical Nse Mgr Maternity Neonates SRN L3
This position:			005195	Clinical Nurse Mgr General Surgical SRN L3
615875	Nurse Manager – Patient Flow SRN Level 3		005196	Clinical Nurse Manager Subacute SRN L3
↑			005197	Clinical Nurse Manager Critical Care SRN L3
Positions under direct supervision:			005198	Clinical Nse Mgr Paeds Gen Med SRN L3
	Nil		005199	Clinical Nse Mgr Perioperative SRN L3
			614823	Clinical Nurse Mgr Ambulatory Care SRN L3
			615066	Administration Assistant HSO LG-2

**WA Country Health Service –
Great Southern**

28 November 2022

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Key Duties/Responsibilities

OPERATIONAL MANAGEMENT

1. Responsible for the operational management of the hospital regarding day to day patient flow and bed access management.
2. Determines bed priority for emergency and elective admissions in consultation with multidisciplinary stakeholders.
3. Actively participates in daily discharge meetings to establish, monitor and maintain patient flow throughout the organisation.
4. Leads the daily Albany Health Campus bed management meeting and attends the regional bed management meeting in person or via VC.
5. Monitors patient demand and availability of beds within the organisation to maximise the efficient utilisation of resources.
6. Employs measures to reduce access block and activates systems to expedite the movement of patients to regional sites.
7. Negotiates elective theatre scheduling in consultation with the Nurse Manager - Peri-operative and Coordinator of Nursing & Midwifery.
8. Maintains a central record system for staffing levels and acuity/occupancy reports.
9. Provides a central coordination point with Clinical Nurse Managers, Allied Health, Mental Health and Medical Officers to determine patient requirements to ensure efficient patient flow. In association with the WACHS Acute Patient Transport Coordination, facilitates planned inter hospital patient transfers from metropolitan hospitals including the application of Enterprise Bed Management (EBM).
10. Monitors high complex patient needs within the context of improving the patient journey.
11. Assist the Clinical Nurse Managers in the appropriate management of overtime, recall, sick leave replacement and leave planning within the nursing budget and NHpPD guiding principles, on a day to day basis and in the absence of the CNM's.
12. Ensure the most efficient and effective utilisation of resources for bed and staffing management.
13. Acts as a positive role model facilitating the development of peers and other members of the health care team to work together to improve the patients' journey.
14. Advanced problem solving using contemporary knowledge of hospital and community care services to facilitate discharge of patients.
15. Participates in the review, development, implementation and evaluation of policy, procedures and guidelines for nursing and midwifery services and the operational management of the hospital, based on best practice and current research.

CLINICAL PRACTICE

1. Maintains competence to practice in accordance with national competency standards for the Registered Nurse / Midwife as described by the Nursing & Midwifery Board of Australia. Utilizes highly developed clinical decision-making skills across all areas of responsibility, including emergency, high dependency, general medical, general surgical, paediatrics, midwifery or peri-operative, to inform decision making.
2. Responds to all clinical emergency calls, co-ordinating the response as required and anticipates resource implications.
3. Demonstrates continued professional development, including compliance with essential and mandatory training.
4. Involvement with recruitment and development of staff as requested.
5. Undertakes clinical duties as required to support operational service delivery.

OTHER

1. Other duties as directed by the Line Manager.

**WA Country Health Service –
Great Southern**

28 November 2022

Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia
2. Demonstrated advanced nursing practice skills and experience related to the general nursing, emergency nursing, high dependency or peri-operative nursing
3. Demonstrated well developed communication and interpersonal skills, including conflict resolution and negotiation skills with proven leadership skills.
4. Demonstrated well developed human, physical and financial resource management skills for the delivery of quality and safe patient care incorporating risk management
5. Demonstrated computing skills to enable navigation of online policy access, internal communication and completing online learning resources
6. Demonstrated skills in prioritising to achieve innovative solutions through problem solving
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these affect employment and service delivery

Desirable

1. Possession of or working towards post-graduate qualification in nursing management or related field of study
2. Previous experience in a bed management and/or patient flow role within an acute hospital environment
3. Previous experience in rural or remote health service delivery, with an understanding of the current issues that impact on rural health service delivery

Appointment Pre-requisites

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 Working With Children Check
- Successful WA Health Integrity Check
- Successful Pre- Employment Health Assessment

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