



**HSS Registered**

## Coordinator of Nursing – Mental Health

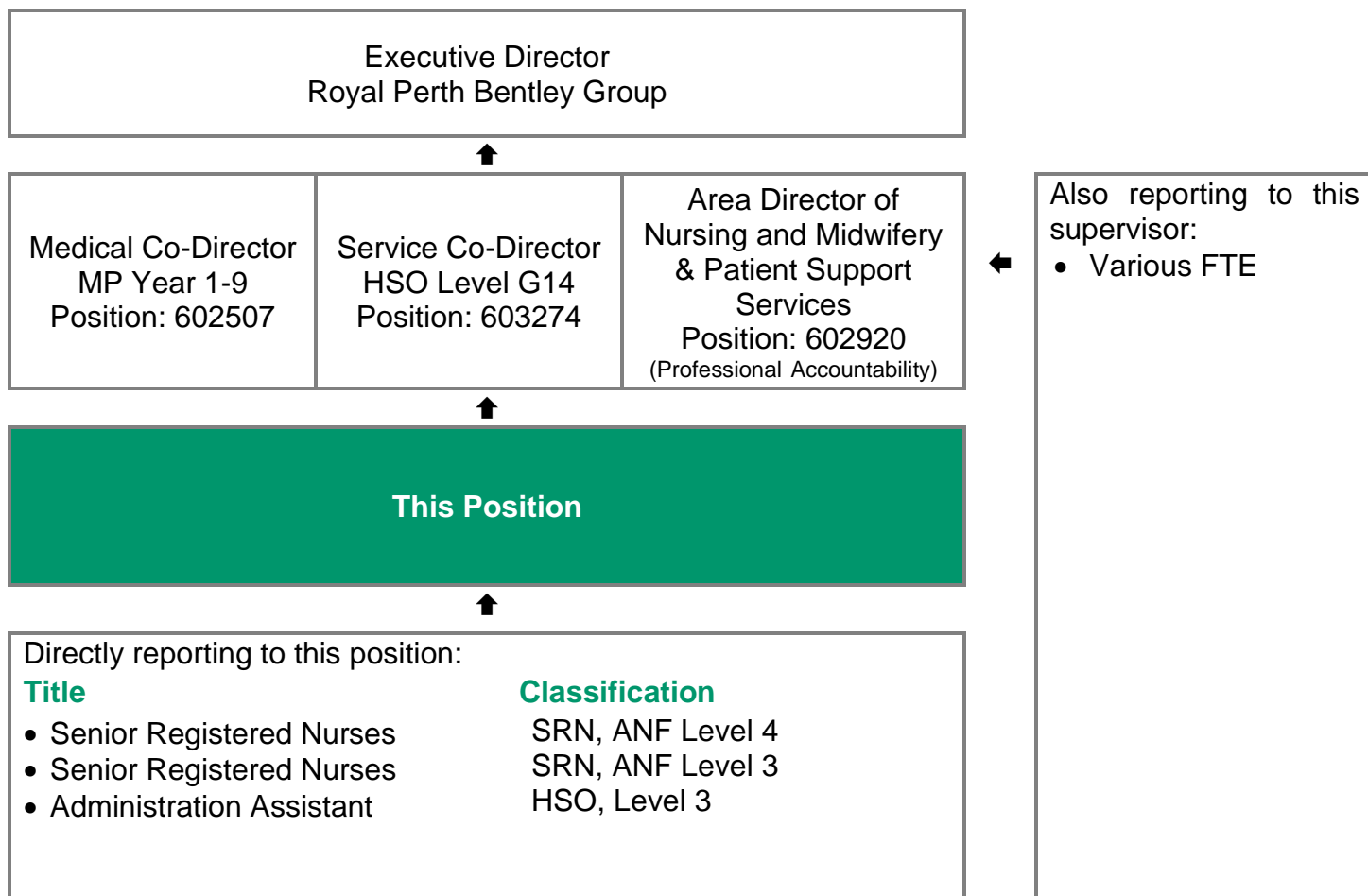
**Nurses and Midwives Agreement: SRN Level 7**

**Position Number: 603385**

**Mental Health Division**

**Royal Perth Bentley Group / East Metropolitan Health Service (EMHS)**

### Reporting Relationships



### Key Responsibilities

The Division Coordinator of Nursing for Mental Health provides expert knowledge in an intermediate senior management role to support nursing staff to deliver the provision of safe and timely care to patients in promoting optimal patient centred outcomes. The role will work autonomously, and in collaboration with clinical, non-clinical and program manager staff providing expert clinical consultancy to manage, resolve and prevent issues. The position holder under the direction of the Divisional Co-Directors and Area Director of Nursing, will coordinate and manage the nursing services within the Service Directorate in accordance with the policies, goals and objectives of Royal Perth Bentley Group (RPBG) and the East Metropolitan Health Service (EMHS).

## EMHS Vision and Values

### Our Vision

*Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.*

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

## Brief Summary of Duties (in order of importance)

### 1. Leadership

- 1.1 Role-models and champions a positive organisational culture in line with EMHS vision and values.
- 1.2 Demonstrates leadership within the division and is responsible for coordinating division priorities under the direction of the Division Co-Directors and Area Director of Nursing.
- 1.3 Accountable for the standard of nursing care and for the coordination of the nursing services and other multidisciplinary teams
- 1.4 Provides nursing advice and consultancy to the Nursing Executive of the Health Service and external agencies as required.
- 1.5 Manages allocated budget (under the direction of the Division Co-Directors) through management of human, financial and material resources for the area of responsibility and evaluates budgetary outcomes and reports operational and budgetary variances to the Division Co-Directors, making recommendations for corrective actions as required.
- 1.6 Initiates and analyses research and quality improvement to determine management trends in the area of responsibility under the direction of the Division Co-Directors and Area Director of Nursing.
- 1.7 Promotes excellence and implements best practice that supports the delivery of care and management practice.
- 1.8 Evaluates performance outcomes within a clinical and corporate governance framework.
- 1.9 Provides support to nursing staff in providing excellent customer service and when managing customer complaints.
- 1.10 Participates in forums, internal and external to the organisation to discuss and resolve issues, promote the exchange of ideas and has an ability to facilitate and manage change process.
- 1.11 Participates and contributes to the development and achievement of management goals, objectives and policies and ensures these align with RPBG imperatives and the Business Plan and communicates all these elements in a positive and effective manner.
- 1.12 Maintains excellence in interpersonal skills and leadership particularly during time of change and conflict.
- 1.13 Participates and supports in the development of nursing staff within the Division.
- 1.14 Promotes a collaborative approach to decision making.
- 1.15 Provides an intermediate senior management role in coordination of tactical response for patient flow, reducing access block, improving discharge planning & bed capacity in a timely manner with achievement of health reform initiatives / EMHS objectives.

### 2. Operations

- 2.1 Seeks feedback to evaluate effectiveness of implemented strategies.
- 2.2 Leads, manages and supports staff in emergency and critical incidents in the Division.
- 2.3 Provides guidance and support to staff following patient/staff incidents facilitating debriefings when necessary.

### 3. Communication

- 3.1 Maintains open and collaborative communication with relevant key stakeholders utilising advanced written and verbal skills.
- 3.2 Builds relationships with staff, peers and colleagues to facilitate interdisciplinary communication and planning to meet and/or improve patient care outcomes.
- 3.3 Provides effective communication and negotiation skills to achieve optimal outcomes.
- 3.4 Through role modelling, adopts a calm approach, a positive outlook, nurtures and coach' staff whilst providing leadership and guidance for the team to overcome challenging situations.
- 3.5 Maintains confidence in escalating care issues to the Division Co-Directors and Area Director of Nursing.
- 3.6 Promotes a positive organisational culture and implements strategies commensurate with Royal Perth Bentley Group (RPBG) Vision and Values.

3.7 Provides a public relations function for the area, including where relevant investigation and management of ministerial reporting requirements, enquiries and consumer complaints.

### **4. Quality and Performance Innovation**

4.1 Accountable for the clinical and corporate governance by monitoring compliance and in the development, implementation and evaluation of nursing protocols, policies and procedures in accordance with best practice principles

4.2 Participation in risk management at a local and whole of hospital level as appropriate.

4.3 Coordinates and implements quality improvement systems to measure key performance indicators under the direction of the Service Co-Directors and Area Director of Nursing.

4.4 Leads the establishment and maintenance of a culture of patient centred care and safety, within the organisation and contributes to Division wide initiatives.

4.5 Analyses Division Nursing team performance; provides feedback to staff relating to activity and timeliness of care and motivates the team to improve the model of care.

4.6 Ensures compliance with legal requirements governing the HSP

### **5. Research and Performance Innovation**

5.1 Researches issues of significance and maintains expert awareness of initiatives and innovations both internal and external to RPBG.

5.2 Serves as a resource and mentor of evidence-based practice through role modelling and support of practice changes.

5.3 Incorporates evidence-based practice into patient care and leadership responsibilities.

5.4 Participates in/supports evidence-based practice projects within the Division.

5.5 Through strategic planning, monitors the internal and external environment and influences to ensure that the Service and other services under the area of responsibility are able to meet the changing needs of the health care industry.

### **6. Professional Accountability**

6.1 Complies and demonstrates a positive commitment to the following legislation:

- Nursing and Midwifery Board of Australia Code of Conduct
- Poisons Act
- National Safety and Quality Health Service Standards

6.2 Australian Health Practitioner Regulation Agency (AHPRA)

### **7. EMHS Governance, Safety and Quality Requirements**

7.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision

7.2 Actively participates in the Peak Performance program.

7.3 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.

7.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.

7.5 Completes mandatory training (including safety and quality training) as relevant to role.

7.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### **8. Undertakes other duties as directed.**

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated extensive relevant experience at a senior level and ability to provide leadership in a complex health service environment.
3. Demonstrated knowledge and application of human resource management and project management principles and their application in area of speciality.
4. Demonstrated knowledge of advanced analytical and conceptual problem-solving skills.
5. Demonstrated knowledge and application of quality improvement initiatives.
6. Demonstrated knowledge of research principles to support evidenced based practice.
7. Demonstrated high levels of communication, consultation, facilitation and negotiation skills, including report writing and presentation skills.
8. Understanding of the Mental Health Act and its application within the practice setting/relevant specialty.
9. 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 achievement toward a post graduate qualification of relevant to position.


### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration with the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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.

<b>Manager / Supervisor Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>
Kate Varian		He91893	18/07/2022
<b>Dept. / Division Head Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>

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

<b>Occupant Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

**HCN Registration Details** (to be completed by HSS)

<b>Created on</b>	<b>Last Updated on</b> 26 July 2022
-------------------	-------------------------------------