



## Nurse Coordinator – Periop

### Position details

Position Number:	00012614
Classification:	SRN Level 5
Agreement:	Nurses and Midwives Agreement
Directorate:	Operations - Service Unit 3 - Surgical
Department:	Theatre Nursing
Location:	Perth Children's Hospital/QEII Nedlands

### Reporting relationships

This position reports to:

00012923	Nurse Co-Director	Level 10
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Positions under direct supervision:

Clinical Nurse Manager	SRN L3	1.00
Nurse Manager	SRN L3	1.11
Clinical Nurse Specialist	SRN L3	1.67
Clinical Nurse	CN L2	32.10
Registered Nurse	RN L1	40.08
Registered Nurse Graduate	RN L1	7.23
Enrolled Nurse	EN L1	4.22

## Key Responsibility

This position is responsible for:

- i. leading and managing the Nursing and Assistants in Nursing to deliver evidence based care to achieve optimal patient outcomes within allocated resources.
- ii. improving and maintaining standards, developing solutions and delivering outcomes consistent with service and organisational imperatives and targets.
- iii. ensuring that the unit meets the requirement for delivery of a patient centred service against key performance indicators: quality, budget and human resource.
- iv. providing a consultation and liaison service within their area of expertise to relevant internal and external customers.
- v. This role provides leadership in the coordination of nursing services and other multidisciplinary teams (clinical and non-clinical roles) within the perioperative services.



## About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

### CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children’s Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children’s Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State’s universities.

## Our vision

### Healthy kids, healthy communities

Our vision of ‘healthy kids, healthy communities’ sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

## Our objectives

				
Care for children, young people and families	Provide high-value healthcare	Collaborate with our key support partners	Value and respect our people	Promote teaching, training and research

## Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:

<b>Compassion</b> I treat others with empathy and kindness	<b>Excellence</b> I take pride in what I do, strive to learn and ensure exceptional service every time	<b>Collaboration</b> I work together with others to learn and continuously improve our service	<b>Accountability</b> I take responsibility for my actions and do what I say I will	<b>Equity</b> I am inclusive, respect diversity and aim to overcome disadvantage	<b>Respect</b> I value others and treat others as I wish to be treated
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## Summary of accountabilities

### **Practices in accordance with the Nursing and Midwifery Board Professional Codes and Guidelines in particular the Nursing and Midwifery Board Registered Nurse standards for practice**

- Provides the single point of accountability for clinical and management leadership to Nursing and other multifaceted non-clinical supportive roles within perioperative services.
- Provides leadership and consultancy to nursing, medical and allied health care professionals, and relevant stakeholders, both internal and external to Perth Children's Hospital.
- 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.
- Is accountable to the Nursing Co-Director for the management of human, financial and material resources within the allocated budget for the Theatre Suite and outlying areas of responsibility.
- Responsible for the management of the allocated/available budgets and achieving national targets for the area of responsibility within an ABF/ABM environment reporting against the agreed KPIs working in partnership with the Nurse Co-Director.
- Develops and implements business plans and strategies in partnership with Nurse Co-Director to facilitate effective utilisation of human, allocated financial and physical resources within the clinical unit, division and organisational priorities.
- Coordinates the recruitment and selection of staff in partnership with the Nurse Co-Director.
- Responsible for ensuring that professional and practice concerns are communicated in a timely manner to the SRN responsible for their centre.
- 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 speciality.
- Allocates staff mix according to analysis of clinical needs promoting optimal use of available resources within best practice guidelines.
- Maintains excellence in interpersonal skills and leadership to engage and guide the multi-disciplinary team and external customers to deliver effective patient care in relation to area of speciality.
- Initiates and participates in the development of formal Nursing quality improvement and risk management strategies for their area of speciality and Service wide.
- Promotes and facilitates nursing/midwifery compliance with National Safety & Quality Health Service Standards.



- Leads the implementation, adherence and monitoring of Nursing Sensitive Indicators for area of responsibility
- 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.
- Implements and maintains performance management systems which support ongoing development of staff.
- In partnership with the Nurse Co-Director leads the establishment and maintenance of a culture of patient safety within their area of specialty and contributes to the Service wide initiatives
- Researches issues of significance and maintains expert awareness of initiatives and innovations both internal and external to Perth Children’s Hospital.
- Serves as a resource and mentor of evidence based practice through role modelling and support of Nursing practice changes.
- Incorporates Evidence Based Nursing Practice into patient care and leadership responsibilities and participates in/supports evidence based practice projects within unit/centre/service.
- Through 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.
- Maintains open and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal skills.
- Responsible for addressing patient complaints ensuring compliance with legal requirements governing Perth Children’s Hospital.
- Provides a public relations function for the area including investigation and management of nursing ministerial enquires.
- Complies with 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

### CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.



- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Work Health and Safety Act (WA) 2020*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.



## Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

### Essential selection criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated significant knowledge, experience and leadership in perioperative services.
3. Advanced interpersonal and communication skills (written and verbal), including advanced level problem solving, negotiation and conflict resolution skills.
4. Demonstrated knowledge and practical application of human resource management principles in a diverse team.
5. Demonstrated significant knowledge and application of research and best practice principles and an experience undertaking activities utilising the quality review cycle and aligned with the National Safety and Quality Health Services Standards.
6. Demonstrated commitment to self-development and the review and development of the performance of team members.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety , and how these impact on employment and service delivery.

### Desirable selection criteria

1. Possession of, or significant progression toward the attainment of a post graduate qualification in area of specialty.
2. Demonstrated computer literacy, in particular, competence with office productivity applications.

### Appointment to this position is subject to the following:

- Evidence of current registration by 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.
- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.



## Certification

Created on	Last Reviewed	Registered
1/12/2022	27/01/2023	3/05/2023

I verify that the details in this document are an accurate reflection of the requirements of the position.

\_\_\_\_\_  
Manager / Supervisor

\_\_\_\_\_  
Signature or HE Number

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Occupant Name

\_\_\_\_\_  
Signature or HE Number

\_\_\_\_\_  
Date

