



Clinical Nurse Manager – After Hours

Position details

Position Number:	00013180
Classification:	SRN Level 3
Agreement:	Nurses and Midwives Agreement
Directorate:	CAHS Nursing Services
Department:	Patient Flow Unit
Location:	Perth Children's Hospital, QEII Campus, Nedlands

Reporting relationships

This position reports to:

00013181 Nurse Coordinator – Patient Flow SRN 4

Positions under direct supervision:

Key Responsibility

This senior nursing role is responsible for managing and coordinating bed capacity and access, nurse staffing and emergency response afterhours.

In addition the role provides operational leadership for all site based services afterhours and undertakes the role of initial Hospital Incident Commander until a member of executive arrives on site.

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:

Compassion

I treat others with empathy and kindness

Excellence

I take pride in what I do, strive to learn and ensure exceptional service every time

Collaboration

I work together with others to learn and continuously improve our service

Accountability

I take responsibility for my actions and do what I say I will

Equity

I am inclusive, respect diversity and aim to overcome disadvantage

Respect

I value others and treat others as I wish to be treated

Summary of accountabilities

Practices in accordance with the Australian Nursing & Midwifery Council Professional Practice Framework, in particular the ANMC National Competency Standards for the Registered Nurse.

- Provides leadership and consultancy to nursing, medical and allied health care professionals, and relevant stakeholders, both internal and external to Perth Children's Hospital.
- Prioritises, manages and coordinates bed capacity and utilisation for patient admission from all referral sources with medical and nursing staff.
- Initiates elective admission cancellations as per Hospital policy during periods of high activity.
- Manages and maintains data input daily, relating to admissions, discharges, transfers, bed availability and complex patient movement, to appropriate personnel.
- Utilises information systems to assist and facilitate timely patient flow practices and to analyse and report inpatient capacity and access to achieve optimal patient outcomes in conjunction with the Health Service objectives.
- Supports a working environment conducive to open communication and constructive problem solving in relation to nursing workload, bed availability and elective and emergency admissions.
- Manages and revises staffing profiles according to the analysis of clinical needs and optimal use of available resources (employs casual and agency staff as appropriate).
- Responsible for the utilisation and reallocating of ward staff to meet the Hospital requirements for direct patient care.
- Identifies areas of low activity and recommends bed closures/ward amalgamation as appropriate.
- Respond and attends all Hospital Emergencies / Codes. Takes on the role of Hospital Incident Commander and responsible to initiate the Emergency Response Group as required.
- Maintains excellence in interpersonal skills and leadership to engage and guide the multi-disciplinary team and external customers to deliver effective patient care.
- Provides advanced complex problem solving and process improvement within the hospital/health service.
- In the absence of area Clinical Manager liaises with relevant staff regarding clinical/management issues and coordinates patient transports.
- Provides counselling and support for staff as required.
- Develops, implements and promotes evidence based standards and policies that are compliant with relevant professional, industrial and legislative requirements for the hospital/health service.



- Uses effective change management strategies to improve practice within the hospital/health service.
- Promotes and facilitates nursing/midwifery compliance with National Safety & Quality Health Service Standards.
- Serves as a resource and mentor of evidence based practice through role modelling and support of Nursing practice changes.
- Initiates and participates in the development of quality improvement and risk management strategies for their area of speciality and Service wide.
- Provides a customer focus environment and addresses any issues in relation to customer concerns.
- Develops and implements business plans and strategies to facilitate the effective utilisation of allocated human, financial and physical resources consistent with hospital/health service priorities.
- Takes responsibility for own professional development through the pursuit of further education and a demonstrated knowledge of current legislative, industrial and health industry issues.
- 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.
- Ensures as far as practicable, the provision of a safe and inclusive working environment in consultation with employees under their supervision.
- 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 area of specialty.
3. Advanced interpersonal and communication (written and verbal) skills.
4. Expert knowledge and application of human resource principles.
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. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety, and how these impact on employment, service delivery and the ability to incorporate inclusive practices.

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
9/07/2018	10/01/2024	10/01/2024

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

