



Coordinator Nursing – Medical

Position details

Position Number:	00018402
Classification:	SRN Level 7
Agreement:	Nurses and Midwives Agreement
Directorate:	Operations - Service Unit 4 - Medical
Department:	Nursing
Location:	Perth Children's Hospital, QEII Campus, Nedlands

Reporting relationships

This position reports to:

00012922	Nurse Co-Director	SRN Level 10
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Positions under direct supervision:

Clinical Nurse Manager	SRN 4	3.0 FTE
Clinical Nurse Consultant	SRN 3	8.0 FTE

Key Responsibility

Responsible for the day to day operational management of acute clinical services including the standard of nursing practice, and the coordination of financial, information reporting and human resource functions for nursing areas. The role will work both independently and in collaboration with the hospital team to support high standards of care, customer service and organisational governance.

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

1. Operational Requirements

- Is accountable to the Nursing Co-Director for the day to day operations and coordination of areas of responsibility.
- Contributes to the strategic direction of the hospital and organisation.
- Provides clinical and operational leadership to all staff under direct supervision including day to day management of demand and activity across areas of responsibility.
- Provides leadership, direction and management of the areas of responsibility in accordance with the values, policies, objectives and goals of the organisation.
- Is accountable to the Nursing Co-Director for the management of human, financial and material resources within the allocated budget for the areas of responsibility.
- Monitors the internal and external environment and influences to ensure that services within the area of responsibility are able to meet the changing needs of customers.
- Evaluates operational and clinical performance outcomes within the corporate and clinical governance framework.
- Represents the organisation as required on internal and external committees relevant to emergency response plans and procedures.
- Investigates and monitors ministerial enquiries, consumer complaints, and clinical incidents. Leads and coordinates response to issues identified within these processes.

2. Professional Requirements

- Provides nursing advice and consultancy to the Nursing Co-Director and broader nursing executive team relating to area of responsibility.
- Accountable to the Nursing Co-Director for the development, implementation and evaluation of organisational policy relevant to the area of responsibility.
- Accountable for the standard of nursing practice and for the coordination of the nursing service within the area of responsibility.
- Promotes excellence and implements best practice that supports the delivery and management of nursing care.
- Ensures compliance with legal requirements governing the HSP

3. 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 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 relevant experience at a senior level and ability to provide leadership in a complex health service environment.
3. Demonstrated ability to manage financial and material resources in an environment of constraint.
4. Demonstrated knowledge of advanced analytical and conceptual problem-solving skills.
5. Demonstrated knowledge and application of human resource principles.
6. Demonstrated highly developed interpersonal and communication (written / oral / computer) skills.
7. Demonstrated knowledge and application of quality improvement initiatives.
8. 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 achievement towards a post graduate qualification or accredited course in health service management.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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	HSS Registered
15/09/2023	24/07/2024	24/07/2024

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

