



# Nurse Manager

## Position details

Position Number:	00013045
Classification:	SRN Level 3
Agreement:	Nurses and Midwives Agreement
Directorate:	Operations - Service Unit 3 - Surgical
Department:	SU3 Theatre Nursing
Location:	Perth Children's Hospital, QEII Campus, Nedlands

## Reporting relationships

This position reports to:

00012614	Nurse Coordinator Perioperative	SRN Level 5
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Positions under direct supervision:

Administrative Assistant – Theatre Stores	HSO G3	2.0 FTE
Theatre Ward Clerk	HSO G2	1 FTE
Cleaner	HSW 1/2	0.53 FTE

## Key Responsibility

This position provides a resource and support function – solving complex problems, influencing wide ranging groups/types of staff; are often complex hybrid roles. As a consequence, the position holder influences the practice of nursing in relevant area/s within a facility or health service. Areas of accountability will include the provision of leadership, clinical standard setting and monitoring, policy development, and change management.

## 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

- Leads and manages the key functions of the delegated role.
- Provides specialised knowledge and resources to nursing, medical and allied health care professionals, and providers in the areas of speciality within the hospital/health service.
- Provides advanced, complex problem solving and process improvement at the hospital/health service.
- Analyses the research to determine clinical and management best practice; initiates, implements and evaluates best practice activities that support the delivery of appropriate service within the hospital/health service.
- Provides consultancy service for a broad range of customers and health professionals.
- Maintains excellence in interpersonal skills and use of leadership to guide appropriate patient/client care and/or service delivery.
- Promotes and facilitates a multi-disciplinary team approach to decision making.
- Develops innovative techniques for complex problem solving for relevant function and specialty within the hospital/health service.
- Develops, implements and promotes evidence based standards and policies that are compliant with relevant professional, industrial and legislative requirements for the hospital/health service.
- Provides leadership in the coordination and implementation quality improvement activities.
- Contributes to the formulation and management of staffing profiles according to analysis of needs and available resources (where applicable).
- Manages the allocated/available budgets for the area of responsibility.
- Manages and coordinates the recruitment, selection and orientation of staff.
- Develops and implements business plans and strategies to facilitate effective utilisation of allocated human, financial and physical resources consistent with clinical unit, division and corporate priorities.
- Implements and maintains performance management activities.
- Develops, implements and evaluates education and training programs within the hospital/health service.
- Provides a public relations function for the area including where relevant investigation and report preparation for ministerials, enquiries and consumer complaints.
- Uses effective change management strategies to improve practice within the hospital/health service.

## 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. Leadership experience in relevant specialty.
3. Advanced interpersonal and communication (written and verbal) skills.
4. Extensive clinical/professional knowledge in area of specialty.
5. Extensive knowledge and application of human resource principles.
6. Extensive knowledge and application of research and best practice principles.
7. 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. Computer literacy.

### 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
23/06/2016	7/08/2024	7/08/2024

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.		

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Occupant Name

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Signature or HE Number

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Date