

POSITION DESCRIPTION

Nurse Manager Mental Health Inpatient Services & TECS - Bega

Working in Southern NSW... People Caring for People

Our staff work in collaboration with all team members to ensure the needs of our patients and families are central to the decisions of the health care we provide.

You are committing to demonstrate the CORE values and behaviours

Collaboration, Openness, Respect and Empowerment.

Organisation	NSW Health
Local Health District / Agency	Southern NSW Local Health District
Position Classification	Nurse Mgr Gde 4
State Award	Public Health System Nurses & Midwives (State) Award
Category	Mental Health, Drug & Alcohol MHDA Manager
Vaccination Category	Category A
ANZSCO Code	254311 Nurse Manager
Website	www.snswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

Manage the integrated mental health inpatient and community mental health services across Bega Valley Mental Health Drug and Alcohol Services providing leadership to ensure a culture of service improvement and safety.

In collaboration with general management support the coordination and integration of mental health and general health services to achieve improved patient safety, experience and quality outcomes

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

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ESSENTIAL REQUIREMENTS

- 1) Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
- 2) Evidence of a current, unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

KEY ACCOUNTABILITIES

Manage the mental health services in collaboration with Senior Management ensuring the services meet internal and external performance requirements including those set by the Ministry of Health to ensure community and health service expectations are met.

Provide leadership, direction and support to staff to achieve professional and organisational standards for mental health practice, patient care and patient experience.

Participate in succession planning strategies for the effective, timely recruitment and retention of staff and monitor the professional development, capabilities and utilisation of the mental health workforce to meet the needs of patients by maintaining a suitability qualified, sustainable workforce and accessible service delivery.

Facilitates the development/implementation of effective policies, planning and service delivery in conjunction with the relevant Managers to ensure a safe people focused quality care is provided to the community.

Provide enhanced clinical and operational support to the Managers in addressing the key issues identified within the strategic plan including the use of evidence based models of care and service frameworks to provide a cohesive and integrated health service.

Provide leadership and management for the services to deliver efficient and effective coordination of patients and staff ensuring safe and appropriate staffing levels and skill mix to meet patient care needs and allocated budgets.

KEY CHALLENGES

- Balancing clinical and resource decision making within finite resources such as matching patient demands to staffing resources and clinical skills
- Meeting performance requirements

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KEY RELATIONSHIPS

Who	Why
Manager/Supervisor	Provide and receive feedback, for performance and day to day operational issues to ensure services are in line with agreed priorities and plans
Executive Managers/General Managers/Medical Staff	Provide reports, consult, seek advice with respect to operational and clinical matters relevant to the service.
Work team (multi-disciplinary and support services)	Convene and or attend meetings, communicate and consult to staff matters regarding service plans, changes and policies, mediate conflict. Ensure consultation with stakeholders regarding work place change, policy implementation and implementation of Models of Care.
External customers – Health care providers, Organisations and other speciality related bodies	Manage local relations and represent the LHD as requested at a local level and within defined guidelines. Attend local MOU meetings and interagency meetings as appropriate.

SELECTION CRITERIA

- Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse
- Relevant management qualification and/or equivalent experience in mental health services management
- Demonstrated high level skills and experience in the provision of health service leadership and management, including clinical, continuous quality improvement, clinical governance and human resource management
- Demonstrated skills and experience in organisational change and service development, including the implementation of innovative models of care
- Demonstrated high level of interpersonal and communication skills, including written, verbal and computer skills and an ability to work collaboratively in a multidisciplinary team to resolve complex problems
- Demonstrated ability to develop, staffing profiles, monitor and evaluate resource allocations, FTE and workload
- Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

OTHER REQUIREMENTS

Southern NSW Local Health District is committed to providing a person centred environment focusing on all aspects of safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

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As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace