

POSITION DESCRIPTION

SNSWLHD - Goulburn Mental Health Inpatient Services Nurse Manager - Nurse Mgr Gde 6

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 6
State Award	Public Health System Nurses & Midwives (State) Award
Category	Mental Health, Drug & Alcohol MHDA Manager
Website	www.snswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

Works in close collaboration with the Director Inpatient and Access Services and District Director Mental Health Drug and Alcohol (MHDA) to provide leadership for mental health inpatient services, with responsibility for the coordination, integration, management, effective operation and strategic development of mental health inpatient units in Goulburn.

The specific areas of responsibility include clinical service delivery, patient flow, risk and incident management, financial management and human resource management.

The position has accountability for line management, FTE and financial management and will be responsible for delegation of duties to clinical leaders working within the clinical stream at the sites. The incumbent will be required to participate in a roster of on-call for the mental health services.

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

- Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.

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 consumer / community demands to staff 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, and 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 specialty 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

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
3. 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
4. Demonstrated skills and experience in organisational change and service development, including the implementation of innovative models of care
5. 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
6. Demonstrated ability to develop, staffing profiles, monitor and evaluate resource allocations, FTE and workload
7. 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.

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

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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.
- 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.

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Job Demands for: SNSWLHD - Goulburn Mental Health Inpatient Services Nurse Manager - Nurse Mgr Gde 6

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Infrequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Occasional</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Occasional</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Occasional</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Frequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Frequent</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Occasional</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p>

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Occasional	Infrequent
Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps Occasional	Lifting/Carrying - light lifting and carrying (0 to 9 kg) Frequent
Lifting/Carrying - moderate lifting and carrying (10 to 15 kg) Occasional	Lifting/Carrying - heavy lifting and carrying (16kg and above) Infrequent
Reaching - arms fully extended forward or raised above shoulder Occasional	Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body Occasional
Head/Neck Postures - holding head in a position other than neutral (facing forward) Occasional	Hand and Arm Movements - repetitive movements of hands and arms Frequent
Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands Occasional	Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work Infrequent

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Driving - Operating any motor powered vehicle Infrequent	
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Sensory Demands

Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) Constant	Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries) Constant
Smell - use of smell is an integral part of work performance (e.g. working with chemicals) Not Applicable	Taste - use of taste is an integral part of work performance (e.g. food preparation) Not Applicable
Touch - use of touch is an integral part of work performance Frequent	

Psychosocial Demands

Distressed People - e.g. emergency or grief situations Frequent	Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness Frequent
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<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Frequent</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Occasional</p>
<p>Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Frequent</p>	

Environmental Demands

<p>Dust - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Not Applicable</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p>

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Not Applicable	Not Applicable
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Not Applicable</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Infrequent</p>
<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Infrequent</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Infrequent</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Not Applicable</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Constant</p>