

POSITION DESCRIPTION

Afterhours Nurse Manager Bulli Hospital

Our CORE Values

Collaboration
Openness
Respect
Empowerment



Organisation	NSW Health
Local Health District /Agency	Illawarra Shoalhaven Local Health District
Position Number	
Cost Centre	170001
Position Classification	Nurse Manager Grade 1
State Award	Public Health System Nurses & Midwives (State) Award
Reporting to	<i>Deputy Director of Nursing</i>
Does this role manage or supervise others?	
Vaccination Category	<i>Category A+</i>
Website	http://www.islhd.health.nsw.gov.au/

PRIMARY PURPOSE (max 3,800 characters **with spaces**)

The After Hours Nurse Manager (AHNM) is a senior nurse manager responsible for the overall management of the facility outside of business hours. As such the AHNM has a whole of hospital responsibility. This includes the operational management of patient flow and access.

The Nurse Manager works as part of the management team to support clinical staff in the planning, delivery and evaluation of integrated clinical care, ensuring clinical care for inpatients of the service is safe, well-managed and of the highest quality and links effectively to the in hours management team to ensure care provided is continuous. This position is also responsible for a broad range of Nursing & Midwifery matters including professional standards and practice, workforce and nursing & midwifery workload.

COVID-19 VACCINATION COMPLIANCY

The Public Health (COVID-19 Vaccination of Health Care Workers) Order 2021 commenced on 26 August 2021. The

Order establishes mandatory requirements for health staff and persons working in health settings to be vaccinated with a COVID-19 vaccine. Mandatory COVID-19 vaccination will now be required for all NSW Health staff.

KEY ACCOUNTABILITIES (max 3,800 characters with spaces)

- Manage after hour's Patient flow & Access framework that supports innovation and better practice in clinical care for sub-acute inpatients
- Support the clinical service delivery to the Urgent Care Centre.....
- Establish and maintain links with the relevant Nursing Unit Managers to ensure appropriate and effective implementation of clinical frameworks and guidelines for practice are continued across the evening, night and weekend shifts
- Ensure the afterhours skill mix and Nursing Hours Per Patient Day (NHPPD) are appropriate to provide optimal patient care.
- Manage the utilisation of facility and casual nursing resources to cover planned and unplanned vacancies including health roster management.
- Coordinate arrangements for the movement of patients for emergency transfer after hours.
- Provide afterhours clinical supervision, support and leadership for clinical staff working within the Inpatient and emergency services environment.
- Assist with the development of the inpatient and non-admitted patient care component of the Service's annual business plan to ensure after hours contingencies are covered, which includes performance measures in relation to safety, quality and integration, finance, activity and FTE
- Manage afterhour's inpatient bed utilisation and emergencies, including Demand Escalation, deteriorating patient management and patient care regimes.
- Work with other service managers to achieve activity performance targets to improve services
- Manage complaints, grievances, disputes and disciplinary measures within the area of accountability in accordance with area policy and procedures
- Compliance with Nursing and the hospital's policies, goals and objectives, and LHD and Ministry of Health policies and direction
- Manage and communicate effectively regarding any critical or significant event after hours with the relevant Executive on call member, providing a briefing on the event as required
- Implement appropriate management strategies during critical incidents and in emergency situations
- Act as Emergency Site Controller in the absence of Hospital Executive until otherwise relieved
- When requested act as the Designated Officer
- Demonstrate leadership, role model CORE values, promote and contribute towards a positive work environment within the hospital
- Maintain a safe environment for patients, staff and others including IIMS follow-up as required, staff

needle stick management and staff audit

- Provide point of contact for 'REACH' call within the facility
- Consult with the Executive on Call for any requirement of additional resource including overtime
- Co-ordinate the issuing of medications from the afterhours Pharmacy as required to service patient needs
- Assess and co-ordinate on call requests for afterhours maintenance requirements
- Assess and co-ordinate deceased management including transfer and documentation management.
- Attend Nursing Services and Nursing Councils to enable contribution from an afterhours perspective
- Attend audits and reviews relevant to the ISLHD audit schedule as determined
- Other duties as required, relevant to/consistent with the classification

SELECTION CRITERIA (max 8 selection criteria)

1. Registered Nurse (Division 1) who holds current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Relevant tertiary qualifications in health management or working towards same or alternatively relevant work experience or combination of qualification and work experience.
3. Broad clinical and operational management experience at a senior clinical level within a complex health care environment.
4. Demonstrated leadership skills and the ability to motivate inspire and organise staff to achieve organisational and professional outcomes.
5. High level written and verbal communication and proven negotiation skills, computer literate, able to trend and interpret data with competent information seeking skills.
6. Sound knowledge of current clinical practice and its delivery and models of care.
7. Proven experience in the application of quality improvement, practice development, and risk management principles.
8. Demonstrated understanding of NSW Health's Strategic Directions, Quality & Safety Framework and the Nursing and Midwifery Agenda

KEY CHALLENGES (max 3 key challenges – 1,000 character limit **with spaces** in each field)

1. Ability to exercise initiative, independent judgement, problem solving and decision-making skills in relation to managing assigned responsibilities
2. Demonstrate ability of good decision making skills in relation to managing assigned responsibilities

KEY RELATIONSHIPS (max 3 internal and 2 external key relationships – 200 character limit **with spaces** in each field)

WHO	WHY
Nursing, Medical and facility support staff	The NM Role provides support and guidance to all site based staff after hours.
District Patient Flow Managers	Clear and effective communication with other sites is imperative for the safety and quality of care for patients requiring transfer
Patients and their Carers	Relationships at a nurse manager level is required to settle

	conflicts/ disputes after hours in the absence of other senior managers
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JOB DEMANDS CHECKLIST

Definitions

* Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Sitting	Remaining in a seated position to perform tasks						
	Standing	Remaining standing without moving about to perform tasks						
	Walking	Floor type: even/uneven/slippy, indoors/outdoors, slopes						
	Running	Floor type: even/uneven/slippy, indoors/outdoors, slopes						
	Bend/ Lean Forward from Waist	Forward bending from the waist to perform tasks						
	Trunk Twisting	Turning from the waist while sitting or standing to perform tasks						
	Kneeling	Remaining in a kneeling posture to perform tasks						
	Squatting/ Crouching	Adopting a squatting or crouching posture to perform tasks						
	Leg/ Foot Movement	Use of leg and or foot to operate machinery						
	Climbing (stairs/ladders)	Ascend/ descend stairs, ladders, steps, scaffolding						
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg						
		Moderate lifting & carrying – 10 – 15kg						
		Heavy lifting & carrying – 16kg and above						
	Reaching	Arms fully extended forward or raised above shoulder						
	Pushing/ Pulling/ Restraining	Using force to hold/restrain or move objects toward or away from body						
	Head/ Neck Postures	Holding head in a position other than neutral (facing forward)						
	Hand & Arm Movements	Repetitive movements of hands & arms						
	Grasping/ Fine Manipulation	Gripping, holding, clasping with fingers or hands						
	Work at Heights	Using ladders, footstools, scaffolding, or other objects to perform work						
	Driving	Operating any motor powered vehicle						

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)		FREQUENCY					
			I	O	F	C	R	N/A
	Sight	Use of sight is an integral part of work performance eg viewing of X-rays, computer screen						
	Hearing	Use of hearing is an integral part of work performance eg telephone enquiries						
	Smell	Use of smell is an integral part of work performance eg working with chemicals						
	Taste	Use of taste is an integral part of work performance eg food preparation						
	Touch	Use of touch is an integral part of work performance						

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Assisting ↓						
	Distressed people eg. emergency or grief situations						
	Aggressive & uncooperative people eg. drug/alcohol, dementia, mental illness						
	Unpredictable people eg. dementia, mental illness, head injuries						
	Restraining Involvement in physical containment of patients/clients						
	Exposure to distressing situations eg child abuse, viewing dead/mutilated bodies						

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						
	Gases Working with explosive or flammable gases requiring precautionary measures						
	Fumes Exposure to noxious or toxic fumes						
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						
	Hazardous substances eg. dry chemicals, glues						
	Noise Environmental/background noise necessitates people to raise their voice to be heard						
	Inadequate lighting Risk of trips, falls or eyestrain						
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						
	Confined spaces Areas where only one egress (escape route) exists						
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground						
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls						
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						
	Biological hazards eg. exposure to body fluids, bacteria, infectious diseases						