



POSITION DESCRIPTION

POSITION TITLE	After Hours Nurse Manager
DEPARTMENT	Acute Ward
REPORTS TO	Acute Services Manager
DIRECT REPORTS	All After Hours Staff
AWARD	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2024 – 2028
CLASSIFICATION	RN Grade 5, 51 – 200 Beds (ZB8)
DATE OF CREATION/AMENDMENT	November 2024
CREATED/AMENDED BY	HR Support

“Caring for Our Community”

POSITION OBJECTIVES

The After Hours Nurse Manager is responsible for coordinating clinical services across the organisation in the absence of the Acute Services Manager and Director of Clinical Services. This role will assume overall responsibility of the Organisation, ensuring appropriate patient care, staffing, safety and security.

RESPONSIBILITIES & PERFORMANCE INDICATORS

- Providing leadership across all areas of the health service outside of normal business hours.
- Management of Urgent Care Centre presentations in conjunction with visiting medical officers or Victorian Virtual Emergency Department as required.
- Responsible for the application of relevant professional standards of practice for nursing and clinical services to meet statutory regulations and relevant policies and procedures.
- Responsible for ensuring management of staff within acceptable standards, including the way in which work is organised and effective management of work and behavioral performance.
- Specific portfolio designated by Acute Services Manager.
- Ensures co-ordination of clinical services and support services, including facility maintenance in an efficient and effective manner.
- Liaises with staff acting as a resource for staff while facilitating and promoting quality patient/resident care.
- Co-ordinates and maintains appropriate nursing staff levels of care, according to nurse patient ratios, through consultation with the Acute Services Manager or Director of Clinical Services.
- Ensures professional relationships are maintained with visiting medical officers, and that liaison with medical practitioners and other relevant professionals optimizes patient care, admissions and transfers.
- Manages immediate concerns in relation to serious incidents and informs the Acute Services Manager or Director of Clinical Services.
- Monitor consumer concerns, assisting with the resolution and referring the matter to the Acute Services Manager or Director of Clinical Services.
- Assumes the first response Emergency Controller role in emergency situations
- Effectively manages conflict resolution and refers matters to the Acute Services Manager or Director of Clinical Services.
- Takes responsibility for students, ensuring learning objectives and preceptoring are congruent and activities support desired outcomes.

QUALIFICATIONS / SKILLS

Essential:

- Current AHPRA Registration as a Registered Nurse.
- Five years post basic clinical experience
- Current National Criminal History Check and Working with Children Check
- Current Influenza vaccination (FluVax)

Desirable:

- Post Graduate Studies in relevant areas e.g. Management or Clinical
- Rural and Isolated Practice Registered Nurse (RIPERN) or working towards
- Contemporary clinical knowledge and experience in acute and residential aged care nursing
- Ability to work within and lead a highly motivated professional team
- Excellent communication and problem solving skills
- Ability to make decisions in high pressure situations
- Commitment to ongoing personal professional development.
- Demonstrated, intermediate IT skills inclusive of email, internet, databases and word processing.

KEY SELECTION CRITERIA

- Extensive experience in the area of clinical practice
- Recent experience working in an Urgent Care Centre or Emergency Department
- Advanced assessment, care planning, care delivery and evaluation skills
- Understanding of the concept of person centred care
- Commitment to collaborative practice and productive working relationships
- Ability to reflect on own practice
- Evidence of ongoing clinical practice development

OCCUPATIONAL HEALTH, SAFETY & WELLBEING

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

'THIS IS ME'

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montosorri actions. 'This is Me' is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE REVIEW AND DEVELOPMENT

It is a condition of employment that employees participate in the Performance Review and Development program.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

VALUES & BEHAVIOURS

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

R	Reliability	Being trustworthy and performing consistently well
E	Engagement	Working collaboratively with people to address issues and create opportunities to bring about positive change
D	Diversity	Understanding that each individual is unique and respecting our individual differences
H	Hospitality	Receiving and treating all people in a warm, friendly, generous way
S	Sustainability	Meeting our current needs without compromising the ability of future generations to meet their needs

ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee's manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

Name (please print): _____

Signature: _____ Date: _____