



POSITION SPECIFICATIONS

Position Title:	After Hours Nurse Manager
Job Type:	Part-time (hours negotiable)
Region:	Bundaberg, Queensland
MH&ACCQL Facility:	Mater Misericordiae Hospital – Bundaberg
Closing Date:	12 May 2019
Salary:	Level 3 Registered Nurse
Industrial Instrument:	Mercy Health and Aged Care Central Queensland Limited & QNU Nursing Enterprise Agreement 2016 - 2017 Currently attracting a minimum hourly rate range of \$56.17 - \$60.19 + shift penalties & superannuation
Reporting to:	Director of Nursing

ENQUIRIES CONTACT

Enquiry Contact:	Catherine Hackney, Director of Nursing
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POSITION STATEMENT: The After Hours Nurse Manager is responsible for the afterhours management of the facility and its human and other resources in conjunction with other members of the management team including Nurse Unit Managers and the Director of Nursing. The After Hours Nurse Manager will also deliver direct clinical care to patients in collaboration with the Director of Nursing and other treating health professionals.


A full **Position Description** is available following these specifications.

APPLY: To apply please return to where the vacancy is listed and click "apply now" which will direct you to SEEK.

OTHER INFORMATION:

- Registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) is essential.
- This role is being offered on a full-time or part-time basis; hours are negotiable.
- This role presents an opportunity to be part of a dynamic team while also working autonomously.
- Applicants must be willing to be rostered and work all shift types and all days including weekends.
- Prior comparable experience in a leadership/supervisory role in a health care environment is essential.
- You must be an Australian Citizen or Australian Permanent Resident to apply.

POSITION DESCRIPTION

Position Title: After Hours Nurse Manager		Agreement: Mercy Health and Aged Care Central Queensland Limited & QNU – Nursing – Enterprise Agreement 2015-2016	
Location: Mater Misericordiae Hospital – Bundaberg		Classification: Level 3	
Approved by: 		Reports to: Director of Nursing and Clinical Services	
Issue Date: 07/09	Version No: 4.0	Review Date: 08/2020	Page 2 of 4 Page/s

1.0 Mercy Health and Aged Care Central Queensland Limited Mission and Values:

The After Hours Nurse Manager will undertake a commitment to Mercy Health and Aged Care Central Queensland Limited ("MH&ACCQL") Mission, Philosophy and Objectives, and endeavour to promote the organisation's ethos and values in all actions and activities related to their position.

2.0 Position Statement:

The After Hours Nurse Manager is responsible for the afterhours management of the facility and its human and other resources in conjunction with other members of the management team including Nurse Unit Managers and the Director of Nursing and Clinical Services. The Afterhours Nurse Manager will also deliver direct clinical care to patients in collaboration with the Director of Nursing and Clinical Services and other treating health professionals. The After Hours Nurse Manager is responsible for the effective delivery of clinical care, specialty or otherwise, within the scope of practice that the nurse is educated, competent and registered to perform.

3.0 Key Effectiveness Areas:

- 3.01 Mission & Values
- 3.02 Clinical Services Management
- 3.03 Human Resources Management
- 3.04 Other Responsibilities

4.0 Key Position Responsibilities:

4.1 Mission and Values

- Promote the Mission and Values of Mercy Health and Aged Care Central Queensland Limited;
- Participate in Mercy celebration and traditions;
- Attend mandatory annual Mission in-service; and
- Adhere to and promote the ethos and standards expressed in the Pocketbook of Excellent and Integrity in the Workplace handbooks.

4.2 Clinical Services Management

- Apply clinical practice which ensures a safe environment and promotes optimal health in assisting general and speciality areas in daily hospital coordination responsibilities;

- Asses and respond appropriately to clinical and nursing problems. Providing hands on clinical assistance where indicated;
- Be responsible for ensuring clinical procedures and nursing work practices are current and based on evidence;
- In consultation with our service partners and hospital management team, manage patient admission and bed allocation in accordance with the hospital delineated role;
- Establish and maintain systems of communication and interface with external health professionals in the delivery of multi-disciplinary care in accordance with hospital systems;
- Ensure that clinical activities within the ward and associated services remain within the hospital's delineated role, and apply with the Clinical Guidelines under the Private Health Facilities Act i.e. Capability Framework;
- Identify and recommend to the Executive sound business cases for new or additional staff appointments, capital acquisitions, new clinical services or other significant projects in collaboration with the Director of Nursing and Clinical Services.

4.3 Human Resources Management

- Identify and consult with the Director of Nursing and Clinical Services regarding improvements to rostering and human resource management;
- Manage and monitor the staffing of shifts, daily allocation of staff and delegation, to ensure effective utilisation of staff to achieve optimum patient care in consultation with the Manger Clinical Services;
- Ensure appropriate documentation of the management of the hospital's human resource is maintained via the designated tools,;
- Undertake performance appraisals for staff members in accordance with the organisations policies and implement performance management strategies when required;
- Manage any staff grievances that arise and consult with the Director of Nursing and Clinical Services;
- Identify training needs for staff and recommend to Manager Clinical Services.
- Promote positive industrial relations for all staff, ensuring knowledge of current agreements and issues;
- Ensure the effective/efficient use of all human resource functions, work practices and procedures.

4.4 Other Responsibilities

- Accept, adhere and promote Workplace Health and Safety requirements, appropriate standards and risk management guidelines to ensure health and safety obligations are met to maintain a safe working environment;
- Participate in meetings and forums as required;
- Foster a cooperative work environment and maintain open communication through effective interpersonal skills and appropriate forums;
- Participate in and recommend quality activities aiming to improve work practices to exceed customer expectations;
- Participate in in-service programmes to assist in personal development and to satisfy the objectives of the organisation;
- Accept individual responsibility and accountability for own performance and professional development;

- Accept and adhere to all policies and procedures of MH&ACCQL and the Mater Hospital Bundaberg; and
- Undertake other duties/responsibilities as directed by the Director of Nursing and Clinical Services or other designated authority(s).

5.0 Qualifications and Experience:

Essential

- 5.1 Registration with Australian Health Practitioner Regulation Agency (APHRA) & hold a current licence to practice as a Registered Nurse;
- 5.2 Knowledge of the allocated department's services, requirements and standards;
- 5.3 Prior comparable experience in a leadership/supervisory role in a health care environment.

Desired

- 5.4 Postgraduate qualifications in nursing;
- 5.5 Ability to plan, implement and deliver services to a specific patient population;
- 5.6 Demonstrated analytical and report writing skills;
- 5.7 Managerial and human resource skills.