



North Metropolitan Health Service
Job Description Form

HSS Registered

Staff Development Nurse

Nurses and Midwives Agreement: RN Level 2

Position Numbers: CG601814, 601659, 602250, 601789, 601415, 707763

Professional Development and Training

Mental Health, Public Health & Dental Services

Reporting Relationships

Director Nursing, NMHS MHPHDS
 Award Level: SRN Level 10
 Position Number: 008226



Coordinator Nursing Staff Development – MHPHDS
 Award Level: SRN Level 7
 Position Number: 008276



This Position



Also reporting to this supervisor:

- SRN3 (3.8FTE)
- SRN2 (1.0FTE)
- RN L2 (8.0FTE)
- Secretarial Assistant (1.0FTE)

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

Plans, implements, evaluates and records education and training activities in relation to clinical practices, aggression management practices, orientation and mandatory skills. Facilitates and promotes patient safety and quality of care and works collaboratively to ensure compliance in accordance with health service policy, National Safety and Quality Health Standards and other relevant mental health and nursing standards.

About our service

North Metropolitan Health Service (NMHS) contains Western Australia’s largest mental health service caring for youths, adults and older adults. Services are delivered through inpatient units, community mental health clinics and day therapy and outreach programs to a catchment area of almost 1 million people.

State-wide and Tertiary Mental Health Services include research, forensics, neurosciences, art therapy, eating disorders and other specialised services.

Vision, Mission and Values

<p>Vision</p> <p>Excellence in health care for our community.</p>	<p>Mission</p> <p>To improve, promote and protect the health and wellbeing of our patients, population and community.</p>
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Our Values	Organisational Behaviour	Our Individual Behaviour
 <p>Care</p>	<p>We show empathy, kindness and compassion to all.</p>	<ul style="list-style-type: none"> ✓ Caring for our patients as well as each other ✓ Offering help and support when needed ✓ Taking care of my own health while also looking out for the safety and wellbeing of others
 <p>Respect</p>	<p>We are inclusive of others and treat everyone with courtesy and dignity.</p>	<ul style="list-style-type: none"> ✓ Acknowledging the different beliefs, culture, views and circumstances of others ✓ Communicating with honesty and openness, and listening without judgement ✓ Trusting others’ ability and empowering them accordingly
 <p>Innovation</p>	<p>We strive for excellence and are courageous when exploring possibilities for our future.</p>	<ul style="list-style-type: none"> ✓ Constantly seeking better and more sustainable ways to work ✓ Being proactive in identifying opportunities and proposing solutions for improvement ✓ Continuing to learn, encouraging research, and keeping up to date with new developments and best practice
 <p>Teamwork</p>	<p>We work together as one team in a spirit of trust and cooperation.</p>	<ul style="list-style-type: none"> ✓ Listening to, respecting and valuing the roles and contributions of others ✓ Fostering cooperation and joint problem solving through open communication and collaboration ✓ Sharing a sense of pride in achievements and celebrating success
 <p>Integrity</p>	<p>We are honest and accountable and deliver as promised.</p>	<ul style="list-style-type: none"> ✓ Being genuine, reliable and trustworthy, and treating others equitably ✓ Taking responsibility for my actions, behaviour and decisions ✓ Being professional and leading by example

Brief Summary of Duties (in order of importance)

1. Staff Development

- 1.1 Assesses, plans, implements, evaluates and records educational and training activities to achieve and maintain competency in clinical performance and area specific competencies in consultant with the Nurse Educator.
- 1.2 Delivers and facilitates educational training programs including aggression management, orientation, mandatory and core skills for nursing medical and allied health employees in clinical and classroom settings.
- 1.3 Participates in mandatory skills training of staff in nominated program/practice area.
- 1.4 Leads and provides professional support to nursing employees and undergraduates.
- 1.5 Monitors, reviews and reports on the standards of nursing practice ensuring the scope of nursing practice meets the clinical pathways, policies, procedures and risk management approach in patient care are delivered.
- 1.6 Participates in the development and review of policies, procedures and guidelines of nursing practice in collaboration with clinical nurse specialists and staff development educator and quality improvement activities.
- 1.7 Completes relevant documentation and reporting and undertakes other administrative tasks as required.
- 1.8 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.9 Develops and implements strategies to utilise expert clinical knowledge through research and evidence based best practice in collaboration with the Nurse Educator and other clinical nursing employees.
- 1.10 Demonstrates a positive commitment to Regulations, Acts and Policies relevant to nursing, including the Code of Ethics for Nurses in Australia, the Code of Conduct for Nurses in Australia, the National Competency Standards for the Registered Nurse and other legislation.
- 1.11 Promotes and participates in team building and decision making.
- 1.12 Provides clinical supervision of allocated nurses at Level 1 and/or Enrolled Nurses/ Assistants in Nursing under their clinical supervision and the referral of complex matters.
- 1.13 Establishes, supports and maintains an improvement culture and encourages involvement in quality activities.

2. Professional, Education, Training and Research

- 2.1 Engages in continuing professional development and education.
- 2.2 Participates in evidence based clinical research activities where applicable.
- 2.3 Attends annual refresher core competency training and maintains compliance with all mandatory training.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 3.7 Conducts activities in compliance with the Mental Health Act and the National Mental Health Standards.

4. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be considered in the context of NMHS Vision, Mission and Values.

Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Advanced clinical knowledge, skills and experience in the delivery of nursing care in a variety of mental health settings.
3. Demonstrated ability to plan, facilitate and deliver a variety of educational and/or training programs/presentations in a clinical and/or classroom setting incorporating adult learning principles.
4. Knowledge of safety and quality improvement activities.
5. High level communication, interpersonal and presentation skills and the ability to work effectively within a team.
6. Current 'C' or 'C.A' Class drivers Licence

Desirable Selection Criteria

1. Certificate IV in Assessment and Workplace Training.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Evidence of a current C or C.A Class Driver's licence prior to commencement.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	Dept./Division Head	Position Occupant
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Name:
Signature/HE:
Date:

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