

## POSITION DESCRIPTION

<b>Date</b>	JUNE 2017
<b>Position Title</b>	STAFF DEVELOPMENT NURSE – Operating Suite
<b>Division</b>	NURSING
<b>Reports to</b>	MANAGER, Learning and Development

### SECTION 1

#### Position Summary

The Staff Development Nurse is responsible for:

- Working collaboratively with the Learning and Development Coordinator to achieve agreed targets for the Staff Learning and Development contributing to the achievement of overall strategic objectives of the Organisation;
- Developing and implementing training needs analysis within the Operating Suite.
- Developing and coordinating training
- Implementing competency assessment requirements
- Monitoring, evaluating and recording competencies, training and development
- Promoting and marketing training
- Supporting the supervision and assessment of clinical practice in the department
- Facilitating the provision of mentoring programs for students and new staff
- Other projects as directed by Perioperative Service Manager

### SECTION 2

#### Key Working Relationships

INTERNAL	EXTERNAL
Chief Executive	Universities and TAFE
The Executive Team	Doctors
Learning and Development Coordinator	ACHS
Hospital Management Team	Dept of Health WA
Department Managers	Industry Peak Bodies
All staff	Nursing Agencies
	Suppliers of medical related goods, equipment, services

### SECTION 3

#### KEY RESULT AREAS (KRAs) and KEY PERFORMANCE INDICATORS (KPIs)

<p><b>KRA DISPLAY THE BETHESDA VALUES</b></p> <p>Work displaying the values of Teamwork, respect, integrity, compassion excellence and professionalism.</p>	
<p><b>Behavioural Descriptors</b></p>	<p><b>KPI</b></p>
<ul style="list-style-type: none"> <li>▪ Adhere to the Bethesda values and consistently behave in an honest and ethical way.</li> <li>▪ Lead by example and maintain a high standard of professionalism and impartiality.</li> <li>▪ Recognise, value and promote the diversity within the business unit and Hospital to enhance the operation and achievement of goals</li> <li>▪ Take steps to ensure the provision of prompt, efficient and responsive client service personally and through the activities of the business unit</li> <li>▪ Demonstrate confidentiality when dealing with staff, patients and significant others</li> <li>▪ Encourage and contribute to debate on own ideas and the ideas of others</li> <li>▪ Understand and operate within legislative, policy and regulatory frameworks</li> <li>▪ Accept responsibility for own actions.</li> <li>▪ Participate in ongoing performance management</li> <li>▪ Understand and act on constructive feedback</li> <li>▪ Demonstrate accountability and commitment to self-development; proactively identify development opportunities and seek to extend skills and experience; share learning with others</li> </ul>	<ul style="list-style-type: none"> <li>• Clear demonstration and modelling of Bethesda values in day-to-day work relationships</li> <li>• Current professional portfolio as required by the WA Nurses Board</li> <li>• Reflection of own learning and development</li> <li>• Attendance at external learning opportunities</li> <li>• Active leading in staff meetings</li> </ul>
<p><b>KRA IMPLEMENT THE VISION AND INNOVATION</b></p> <p>Build awareness of the Hospital's goals and identify, implement and communicate solutions and improvement opportunities to ensure achievement of the goals.</p> <p>Support organisational change initiatives through adaptability, facilitation and/or leadership</p>	
<p><b>Behavioural Descriptors</b></p>	<p><b>KPI</b></p>
<ul style="list-style-type: none"> <li>▪ Understand and support the Hospital's Vision, Mission and business objectives</li> <li>▪ Take time to learn about other areas of the organisation</li> <li>▪ Think about the future and consider implication of own work</li> <li>▪ Shows drive, energy and initiative; get involved and galvanizes others to act to deliver the key results for the organization</li> <li>▪ Apply lateral and creative thinking to generate ideas and solutions</li> <li>▪ Present key information effectively; outline implications and ensure key conclusions are conveyed</li> <li>▪ Initiate activities that result in a superior quality improvement framework and outcomes for the nursing unit</li> <li>▪ Lead and facilitate effective, planned change to improve operational effectiveness and efficiency</li> <li>▪ Shares appropriate information with colleagues during times of change; responds to change under guidance from supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Improvement ideas implemented</li> <li>• Planned change tasks productively managed with staff, patients and families</li> <li>• Development and delivery of new programs in line with needs analysis</li> </ul>

<b>KRA                      COLLABORATE AS ONE TEAM</b>	
Build, enhance and maintain interpersonal relationships with relevant stakeholders to achieve organisational goals Demonstrate appropriate leadership skills to build, empower and guide people to achieve organisational goals	
Behavioural Descriptors	KPI
<ul style="list-style-type: none"> <li>• Liaise and communicate effectively, both verbally and in writing, with all members of the health care team.</li> <li>• Access and build positive relationships with external and internal stakeholders to enhance the delivery of care in the Hospital</li> <li>• Actively listen to colleagues and clients; support team members and recognise the contribution made by others</li> <li>▪ Manage and communicate changing situations that may affect workload</li> <li>▪ Work in accordance with service policies and legal requirements</li> <li>▪ Delegate responsibility for work to others with support and appropriate parameters.</li> <li>▪ Resolve conflict using appropriate strategies; find solutions that manage the sensitivities involved</li> <li>▪ Actively seek coaching from supervisors and peers</li> <li>▪ Act as a coach and work with people to facilitate continuous learning</li> <li>▪ Provide clear, constructive and timely feedback in a manner that encourage learning and achieve the required resolution.</li> <li>▪ Perform other duties as directed to support the completing of key outcomes of the business unit and Hospital</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and timely documentation</li> <li>• Grievances resolved in an effective and timely manner with all parties in agreement with outcome</li> <li>• Active role in coaching and precepting junior staff</li> <li>• Presenting at internal learning opportunities</li> </ul>
<b>KRA                      KNOW THE BUSINESS</b>	
Build and maintain awareness of the hospital's customers and the service which we operate. Perform the business of a private hospital; take appropriate action and follow up to help ensure realisation of results	
Behavioural Descriptors	KPI
<ul style="list-style-type: none"> <li>▪ Work within the WA Scope of Nursing Practice Decision Making Framework to ensure clinical governance and accountability is established, understood and executed by staff in the nursing unit</li> <li>▪ Investigate and apply contemporary best practice approaches in all areas of role</li> <li>▪ Direct and negotiate with the nursing personnel within allocated areas of responsibility, to ensure continuity of patient care</li> <li>▪ Promote and maintain a safe working environment in accordance with legislative requirements for all staff, patients and visitors.</li> <li>▪ Investigate and initiate action on incidences of safety and security breaches for staff, patient and visitors</li> <li>▪ Work to agreed priorities, outcomes, time constraints and assigned resources; assist with monitoring projects against plans and is responsive to changes in requirements</li> <li>▪ Identify learning opportunities for staff that will build the capability of the business unit in line with strategic objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in the review of current and relevant policies and procedures</li> <li>• Maintenance of external reporting requirements and accreditation status</li> <li>• High satisfaction rate from participants in training</li> <li>• No. of precepted students</li> <li>• Evidence of review of programs in line with training needs and evaluations</li> <li>• Active participation in workplace projects</li> </ul>

## SECTION 4 Authority Levels

- The Staff Development Nurse – Perioperative Services reports to the Learning and Development Coordinator, and functions within the management limitations and governance agreed by the Executive Manager Clinical and Support Services.

## SECTION 5 Selection Criteria

Qualifications
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Registered Nurse qualification and current AHPRA registration</li> <li>▪ Current Working with Children Check</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Certificate IV in Training and Assessment</li> <li>▪ Qualifications in a specialist area</li> </ul>
Knowledge
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Evidence Based Nursing Best Practice including Infection Control principals relevant to perioperative nursing</li> <li>▪ Quality risk frameworks and quality improvement practices and principles</li> <li>▪ Demonstrated clinical knowledge as a resource person for staff</li> <li>▪ Knowledge and ability to apply ACORN Standards</li> <li>▪ A commitment to improving own knowledge base and performance</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of NSQHS and their application in the perioperative area</li> </ul>
Skills
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Ability to demonstrate and work within the Bethesda Health Care Values at all times</li> <li>▪ Excellent facilitation and presentation skills which demonstrate an awareness of adult learning principles</li> <li>▪ Well developed written and verbal communication skills</li> <li>▪ Well developed organisation and time management skills</li> <li>▪ Confident Keyboard and Computer skills in word processing and spreadsheets</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in conducting performance appraisals and setting staff objectives</li> <li>• Experience in assessing mandatory competencies</li> <li>• Auditing experience</li> <li>• Prove planning, policy and financial management</li> <li>• Ability to design and deliver customised training course in perioperative departments</li> </ul>

Experience
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Initiating and leading quality improvement and risk management strategies</li> <li>▪ Recent clinical experience in relevant discipline</li> <li>▪ Evaluation and assessment in the workplace</li> <li>▪ Minimum 5 years' experience in perioperative nursing</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience in an SDN role or senior experience across multiple specialties</li> </ul>

**SECTION 6**

**Acceptance of Position Description**

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Staff Development Nurse

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Date

\_\_\_\_\_

Manager

\_\_\_\_\_

Date