POSITION DESCRIPTION – Sandringham Hospital

DATE REVISED: October 2020

POSITION: After Hours Coordinator

AWARD/AGREEMENT: Nurses (Victorian Public Health Sector)

CLASSIFICATION TITLE: Registered Nurse, Grade 5

DEPARTMENT/DIVISION: Operations Division,
Emergency and Acute Medicine Program Nursing Administration

ACCOUNTABLE TO: Operations Manager and Director of Nursing

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Sandringham Hospital is a community hospital with a total of 64 beds. It incorporates an Emergency Department, 3 medical / surgical wards, an obstetrics unit and a haemodialysis satellite centre. It employs 300 staff and has an annual budget of $30M.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE
To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS
Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow
NURSING ADMINISTRATION

Nursing Administration provides for the coordination and management of SDMH including all aspects of bed access management and the support, education and professional guidance of nursing staff along with facility management.

POSITION SUMMARY

Coordinate the access and patient flow including the utilisation of beds, once Bed Assignment have closed, theatre and emergency department in the after hours setting at Sandringham Hospital whilst providing clinical support, staff coverage, facility oversite and to act as the emergency response incident commander.

KEY RESPONSIBILITIES

- Bed Assignment manage the bed access & utilisation within the hospital
- In collaboration with Nurse Bank maintain staff coverage
- Coordinate utilisation of emergency theatre
- Provide clinical support and assistance to the hospital as required
- Provide clinical & hospital coordination in the event of a medical emergency
- Membership of the Nursing Management Committee and the Emergency Response Team
- Act as the representative for the Hospital Executive out of hours and liaises with executive on call as required

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Provide junior medical staff, graduates, students, midwives and nurses working at Sandringham with appropriate supervision, training and instruction in accordance with Alfred Health policies.
- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role
KEY CAPABILITIES:

Capabilities

- Annual assessment of Basic Life Support skills
- Participation, initiation and monitoring of quality improvement activities/projects
- Attendance at AHC meetings and Leadership Management Meetings on a regular basis
- Excellent interpersonal, negotiation and problem solving skills
- Sound written and verbal communication skills
- Experienced in the organisation and coordination of complex tasks/situations
- Ability to liaise with all parties to effectively manage beds and optimise care delivery
- Demonstrate sound knowledge of equal opportunity, OH & S and other related legislation
- Knowledge and application of the National Safety and Quality Health Services Standards
- Experience in casemix funding, financial management and budgeting

QUALIFICATIONS REQUIRED

- Registration as a Division 1 Registered Nurse with APHRA
- Relevant post-graduate qualifications (or experience)
- Recent experience in an acute hospital setting

Position Description authorised by: Director of Nursing

Date: October 2020