**POSITION TITLE:** Essentials of Care Nurse Manager  
**DEPARTMENT:** Nursing Services: Clinical Practice & Innovation  
**AGREEMENT:** Named NSW (non-declared) Affiliated Health Organisations’ Nurses Agreement, 2017  
**CLASSIFICATION:** Nurse Manager Grade 2  
**CAPABILITY LEVEL:** Level 3  
**REPORTS TO:** Nurse Manager Clinical Practice & Innovation  
**STATUS:** Maximum Term (2 years) | Full Time  
**HOURS:** Up to 38 hours per week  

**EMPLOYMENT SCREENING**  
**NATIONAL CRIMINAL: RECORD CHECK:** Yes  
**WORKING WITH CHILDREN BACKGROUND CHECK:** Yes  
**WORKING WITH AGED CARE CHECK:** No  
**VACCINATION CATEGORY:** Category A  
**DIRECT REPORTS:** Nil  

**KEY RELATIONSHIPS (INTERNAL):**  
- Director of Nursing  
- Comprehensive Care Nurse Manager  
- Stream Managers/ Nurse Managers  
- Nursing Unit Managers  
- Clinical Nurse Educators/ Nurse Educators  
- Clinical Nurse Consultants  
- Patient Safety and Quality Unit  
- Nurse Education and Development Centre  
- Clinical Nursing, Allied and Medical Staff  

**KEY RELATIONSHIPS (EXTERNAL):**  
- Four Pillars of NSW Health: HETI, BHI, ACI, CEC  
- Nursing & Midwifery Office (NaMO)  

**KEY RESPONSIBILITIES:**  
- Supports clinical staff in the implementation of Essentials of Care (EOC) program principles through critical discussions and effective facilitation skills.  
- Assists in the ongoing assessment of current practice and the impact of EOC in the clinical areas of the Network.  
- Manages the promotion, implementation and ongoing evaluation of the EOC program across the Network.  

**LOCATION:** Sydney (Darlinghurst) and travel to St Joseph’s Hospital, Auburn and Parklea Correctional Centre.
POSITION PURPOSE
The Essentials of Care Nurse Manager will enable organisational culture change by engaging teams in person-centred nursing practice development across St Vincent's Health Network Sydney. The role will promote, develop, facilitate, implement & evaluate person-centred care projects aligned with individual clinical area and organisational objectives. The role enables teams to develop and engage with the Essentials of Care Program utilising a practice development framework. The role works closely with the Nursing Clinical Practice and Innovation team, the Director of the Nursing, the Nurse Education and Development Centre, Clinical Stream Managers, Nursing Unit Managers, Clinical Nurse Consultants and clinical staff across the Network in order to influence development of positive workplace cultures and changes in clinical practice that improve patient care and experiences.

ST VINCENT’S HEALTH AUSTRALIA: IDENTITY
Our organisational values are relevant to all positions. All employees are required to consistently demonstrate behaviours that support the Mission, Vision and Values of St Vincent’s Health Australia and promote an ethical environment in accordance with the St Vincent’s Health Australia Code of Conduct.

OUR MISSION
As a Catholic health and aged care service provider, our mission is to bring God's love to those in need through the healing ministry of Jesus. We are especially committed to people who are poor and vulnerable. We draw on the talents of our people and collaborate with others who share our vision and values to continue the pioneering spirit of Mary Aikenhead and the Sisters of Charity. We are committed to providing compassionate and innovative care, enabling hope for those we serve.

OUR VISION
To lead transformation in health care inspired by the healing ministry of Jesus.

OUR VALUES
Our values, based on the Gospels, reflect the healing ministry of Jesus, and act as a point of reference for our decision making which is fundamental to our catholic identity. Our values provide direction as to the type of organisation we aspire to be and the kind of behaviours we regard as appropriate to help achieve our aspirations. Our values underpin all that we do and are demonstrated through our everyday actions, giving our mission and vision life.

- **Compassion:** Caring for others with an openness that affirms life and healing
- **Justice:** Acting with courage and fairness in pursuit of what is right and just
- **Integrity:** Ensuring our actions and decisions are grounded in our values, reflecting both honesty and authenticity
- **Excellence:** Demonstrating a passionate commitment to continuous improvement and innovation

OUR CARE
Our Care is:
- Provided in an environment underpinned by our mission and values
- Holistic and centred on the needs of each patient and resident
- High quality, safe, and continuously improved to ensure best practice
- Innovative and informed by current research using contemporary techniques and technology
- Delivered by a team of dedicated, appropriately qualified people who are supported in a continuing development of their skills and knowledge
- Committed to a respect for life in accordance with the Gospels
MISSION AND CATHOLIC IDENTITY
Promote the mission, vision and values of St Vincent’s Health Australia, the St Vincent’s Health Australia Code of Conduct, and ensure these principles are effectively integrated in all areas of responsibility
- Actively contribute to the development of a positive organisational culture, aligned to the mission and values of St Vincent’s Health Australia.
- Participate in information programs to ensure a clear understanding of the ministry and how the changing needs and environment of the Healthcare sector may impact on the delivery of the St Vincent’s Health Australia Mission.

POSITION DUTIES
The Essentials of Care (EOC) Nurse Manager will comply with the following domains:

Domain: Clinical Support
1. Provides a person centred approach when acting as a resource to staff in the implementation of EOC.
2. Supports clinical staff in the implementation of EOC through critical discussions and effective facilitation skills.
3. Assists in the ongoing assessment of current practice and the impact of practice development strategies in clinical areas.
4. Supports NUMs and clinical staff in the implementation of research-driven practice change through implementation science methodologies, critical discussions and effective facilitation skills in a high challenge high support environment.
5. Supports the coordination of the Nurse Clinical Lead program to align with nursing sensitive hospital acquired complications (HACs) and relevant NSQHS standards.

Domain: Leadership
1. Liaises with the Nursing Directorate to identify key resources for the implementation of EOC.
2. Supports the development of local resources including EOC Facilitators to support the ongoing implementation of EOC.
3. Support of EOC facilitators and co-facilitators through active learning sets.
4. Visits each EOC clinical area at frequent regular intervals.
5. Collaboratively plans implementation and actively promotes EOC across the Network.
6. Acts as a resource on matters pertaining to EOC to managers and staff throughout the hospitals and provides leadership in the ongoing review of the program.
7. Participates on state working parties as required.
8. Leads and/or participates in local communities of practice as required.
9. Participates in key organisational person-centred practice development strategies including but not limited to; Bedside Handover, Intentional Rounding, Nursing Core Assessments, Nursing Close Observations and other nursing sensitive practice improvements (i.e. falls, pressure injury, delirium prevention strategies, medication safety, management and escalation of deterioration, infection prevention).

Domain: Research and Evaluation
1. Liaises with clinical areas to develop ongoing reporting systems with regard to the progress and outcomes of EOC.
2. Manages the compilation of EOC reports as per Network and NSW State reporting requirements.
3. Supports data collection at ward/unit/team level.
4. Participates in the ongoing process tracking and reporting strategies.
5. Contributes to the ongoing evaluation of all components of the program and participates in any research project/s related to EOC.
6. Disseminates research results through publications and presentations.
7. Supports data collection (at ward/unit/team level) and supports data dissemination to clinical teams from National, State and Network wide systems including Health Round Table, Quality Improvement Data System (QIDS) and Quality Audit Reporting Systems (QARS).
8. Participates in ongoing practice development process tracking and reporting
9. Collaborates with the Nursing Research Institute to promote work that will lead the state in evidence-based care.
**Domain: Education**

1. Works with Nurse Education and Development Centre to identify available key resources for the provision of the ongoing education support of the EOC program.
2. Implements the Network EOC education programs as required including facilitation and observation workshops.
3. Develop strategies in conjunction with local stakeholders to develop facilitation capacity at the facility level and develop resources for use by the clinical areas.
4. Facilitates the EOC workshop/meeting sessions at individual clinical level.
5. Develops own knowledge and skills through ongoing education, attendance at seminars, conferences, workshops.

**Domain: Clinical Services Planning and Management**

1. Assists in the ongoing comprehensive assessment of current practice and the impact of EOC in the clinical areas.
2. Manages the promotion, implementation and ongoing evaluation of EOC within the Network.

The Nurse Manager Grade 2 will comply with the seven standards that constitute the Nursing and Midwifery Board of Australia’s *Registered Nurse Standards for Practice*. The standards can be accessed via the link below.


**Key Professional Responsibilities**

The following documents are to be read in conjunction with the St Vincent’s Health Australia Code of Conduct and Code of Ethical Standards. The St Vincent’s Health Australia Code of Ethical Standards takes precedence over the Nursing Code of Ethics where there is a discrepancy. The standards should be read in conjunction with the following relevant documentation, including, but not limited to:

- Code of conduct for nurses (NMBA 2018)
- Code of ethics for nurses (ICN 2012)
- Framework for assessing standards for practice for registered nurses, enrolled nurses and midwives (NMBA 2015)
- Decision-making framework (NMBA 2020)

**COMPLIANCE**

a) Ensure compliance across all relevant standards of accreditation and legislative requirements within areas of responsibility or as delegated by the CEO, St Vincent’s Health Network Sydney.

b) Ensure facilities operate at all times in compliance with the Catholic Health Australia Code of Ethical Standards for Catholic Health and Aged Care Services in Australia and relevant legislation.

c) Ensure compliance with relevant legislation, standards and industrial instruments.

d) Operate within the delegated responsibilities and authorities as set by St Vincent’s Health Australia.

e) Ensure relevant personal qualification, registrations and memberships are maintained at the required level.

f) Ensure that employees are compliant with mandatory training requirements.

g) Current immunity status that complies with the Occupational Assessment, Screening & Vaccination against Specified Infectious Diseases - Policy Directive PD2020_017

National Safety and Quality Health Service Standards

The Registered Nurse is a key participant and driver of quality and safety within their departments and across the organisation. The links below outline a range of these responsibilities.


**INCUMBENT CAPABILITY REQUIREMENTS – Level 3**
The incumbent shall possess and demonstrate the following core capabilities:

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<tr>
<th>CAPABILITY</th>
<th>DEMONSTRATED BEHAVIOUR</th>
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<tbody>
<tr>
<td>PERSONAL</td>
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<tr>
<td>Personal Effectiveness</td>
<td>Executes Results – Sets and measures team goals, driving pursuit of higher standards of practice</td>
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<td>Learning Agility</td>
<td>Flexibility – Responds to new and complex situations by adjusting behaviour appropriately</td>
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<td>OUTCOMES</td>
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<tr>
<td>Patient/ Resident Centered</td>
<td>Patient Excellence – Monitors satisfaction levels and proactively addresses issues</td>
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<tr>
<td>Innovation and Improvement</td>
<td>Continuous Improvement – Anticipates problems and continuously improves systems and processes</td>
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<tr>
<td>STRATEGY</td>
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<tr>
<td>Driving Results</td>
<td>Drives For Results – Takes ownership for performance of team results</td>
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<tr>
<td>Organisational Acumen</td>
<td>Short Term Planning – Uses information and organisational knowledge to make decisions and achieve results</td>
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<tr>
<td>PEOPLE</td>
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<tr>
<td>Working With and Managing Others</td>
<td>Leads Others – Shares responsibilities, providing support and effective communication</td>
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<td>Collaboration</td>
<td>Operates Cross Functionally – Develops constructive relationships across the organisation</td>
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**SELECTION CRITERIA**

1. Personal integrity and demonstrated commitment to the Philosophy, Mission and Values of Mary Aikenhead Ministries and St Vincent’s Health Australia.
2. Currently registered as a Registered Nurse (Division 1) with the Australian Health Professionals Regulation Agency and relevant post graduate qualifications and/or experience.
3. Demonstrated leadership skills, self-motivation and the ability to motivate and organise staff to achieve organisational and program outcomes.
4. Demonstrated high level written, verbal and interpersonal skills with highly developed organisational skills.
5. Demonstrated experience in project management and delivering organisational change while meeting the needs of all levels of the organisation.
6. Demonstrated advanced facilitation skills and strategies to effectively engage clinicians.
7. Demonstrated understanding of transformational practice development processes and the Nursing & Midwifery Office Essentials of Care program.
8. Current unrestricted NSW Drivers Licence

**EMPLOYEE DECLARATION**

I have read this position description, I understand the position requirements and position demands checklist and agree that I can fulfill these requirements to the standards outlined. I am not aware of any reason, which might interfere with my ability to perform the inherent position requirements and position demands of this position.

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<tr>
<th>Employee Name</th>
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<tr>
<td>Manager’s Name</td>
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