

Austin Health Position Description



Position Title: After Hours Site Manager

Classification:	<ul style="list-style-type: none"> Registered Nurse, Division 1. NM5 A (601+ beds)- Austin /Repat Site ZC7 Registered Nurse, Division 1, NM5 C , (101+ beds)- Talbot SiteZC5
Business Unit/ Department:	Nursing Services
Work location:	Austin Health <input checked="" type="checkbox"/> Heidelberg Repatriation <input checked="" type="checkbox"/> Royal Talbot <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Employment Type	Permanent part-time
Hours per week:	38 hours per week, (multiple roles) All shifts (day, evening, night) Monday to Sunday
Reports to:	Operational: Directors of Nursing Professional: Chief Nursing Officer
Direct Reports:	0
Financial management:	Budget: N/A
Date:	November 2024

About Austin Health

Austin Health is one of Victoria’s largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne’s north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health’s current vision is to change healthcare for the better through world class

research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our Gender Equality Action Plan we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

Position Purpose

The After-Hours Site Manger role:

- is the senior nurse leader on site after hours and the senior resource for escalation of matters that may impact on clinical care
- primary responsibility for site emergency response after hours
- supports the delivery of evidence based clinical care and quality patient outcomes by promoting professional Nursing standards that align with Austin Health policy and procedure
- In this role, there is preference that AHSM is able to work on all three sites of Austin 24/7 when required and/or complete frequent buddy shifts on all three sites to keep up to date with three sites operationally and professionally.
- provide leadership, mentorship and guidance to all Austin health staff
- facilitates a safe environment for patients, visitors and staff
- has responsibility for the leadership and management of designated portfolios
- Bed Manager (Austin site) 2200 - 0630

About Nursing Services

The position is located within Nursing Services and provides support to the Nursing Executive, Managers and staff at Austin Hospital.

The role liaises across all disciplines and areas of the site, and operates within the existing Quality Improvement, Risk Management, Clinical Governance and Human Resource frameworks.

Purpose and Accountabilities

Role Specific:

Direct Clinical Care:

- To provide a visible presence within the clinical departments focused on leadership, support and role-modelling
- To provide direction, supervision and supportive professional guidance to all clinical staff
- Leading rounding of all the clinical areas on site (minimum of once per shift)
- Understand Austin Health KPI's in relation to access and demand.
- In conjunction with Senior staff and Bed Manager, assist in timely patient access and patient flow.
- To promote a multidisciplinary approach to the management of beds outside the bed management hours of operation, ensuring that Austin Health resources are utilised to provide timely and effective patient care.
- To work in partnership with the Nursing Executive, Clinical Nurse Educators and NUMs to support the implementation of new systems, processes and strategies within the clinical departments
- Provide guidance and a collaborative approach when required to the Nursing Workforce Unit allocation staff after hours ensuring facilitation of staffing requests are met and staffing is allocated giving consideration to staff skills, knowledge, patient requirements and responsible, effective utilisation of resources.
- Responsible for the management of the allocation and sourcing of staff by utilising the Health-e Workforce Solutions Allocation Computer system outside of the usual hours of the Workforce allocations team.
- Provide a comprehensive hand over and shift report to Austin Health Executive and senior leadership team at the conclusion of each shift

Support of Systems:

- Is the primary point of contact out of hours for emergency response to internal and external crises to ensure appropriate emergency management
- Perform the role of the Hospital Commander as part of the Hospital Incident Management Team in the event of an Emergency out of hours until the on call Executive Director arrives
- Communicates and facilitates effectively across all areas and develop effective relationships with internal and external stakeholders.
- Effectively manages risk and critical incidents within the Riskman framework, supporting, guiding and assisting staff in the investigation of clinical incidents
- To Support staff to provide person a safe patient environment in accordance with hospital guidelines
- To support, guide and assist staff in the investigation of clinical and non-clinical incidents ensuring appropriate action is taken, relevant personnel are notified and documentation is completed
- Is actively involved in matters relating to Occupational Health and Safety and ensures safety standards in the workplace are met
- To participate in relevant committee processes, portfolios and projects, attend relevant meetings and to prepare and submit reports as required

Professional Leadership:

- Is the Senior Nursing professional and clinical leader role-modelling exemplary

professional practice and conduct.

- Provides leadership and management to all areas after hours with an emphasis on continual improvement, risk management and the provision of high quality patient care
- Evidence of adherence to Austin Health conduct, policies and procedures and the Australian Nursing and Midwifery Council Code of conduct for Nurses in Australia
- Provide support for staff and assists staff in dealing with complex patient and family issues including challenging behaviours and the resolution of conflict
- As the senior nurse participates in the strategic planning, delivery and evaluation of clinical services as required
- Responsible for fostering a positive team culture, a safe working environment and the effective utilisation of resources, whilst supporting Austin Health to drive change and implement continuous service improvements

Education

- Encourages and supports nurses to aspire to best contemporary nursing practice by promoting and facilitating a learning environment that encourages and supports the professional development of all staff.
- Mentors less experienced colleagues and facilitates the induction and orientation of new staff
- Actively engage with Succession Planning

Research

- Promotes the link between research, education and practice
- Supports quality improvement and research initiatives and effectively manages change to improve patient outcomes
- Ensuring the delivery of evidence-based nursing care that meets professional, organisational, legal and ethical standards in order to optimise health outcomes for the community

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub):
<https://austinhealth.sharepoint.com/sites/OPPIC>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

People Management Roles:

- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy.

Professional Performance Standards

- Austin Health Code of Conduct, policies and clinical standards Registered Nurse Standards for Practice 2016
- Nurse NMBA Code of Ethics for Nurses in Australia
- NMBA Code of Professional Conduct for Nurses in Australia 2008 Health Practitioner Regulation National Law Act
- Occupational Health & Safety Act 2004
- Australia Commission on Safety and Quality in Healthcare (NSQHS Standards)

Selection Criteria

Essential Knowledge and skills:

Essential for Performance in the Position

- Registered Nurse, registered with the Nursing and Midwifery Board of Australia
- Post Graduate Qualification in Nursing or equivalent
- Demonstrates understanding of professional nursing practice
- Experience in a management role with demonstrated leadership ability
- Knowledge and understanding of the Nurses Enterprise Bargaining agreement and legislative requirements
- Advanced interpersonal and communication skills
- Demonstrated ability to work collaboratively with a wide range of professional groups
- Highly developed analytical and problem solving skills and the ability to work in high pressured environment
- Commitment to quality, best practice and environmental safety
- Sound understanding of information technology and the operating systems utilised at Austin Health.
- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

Document Review Agreement

Manager Signature	
Employee Signature	
Date	

People Management Role-Direct Reports

