

Position Description

Position details			
Position Title	Emergency Department Patient Flow Coordinator	Department	
Position No		LHD	
Award Classification		Location	
Reports To		Hours	
Reports directly to		Duration	
Other Roles Reporting to Position's Manager:		Date Evaluated	

About the NSW Ministry of Health

With almost a third of the state's budget allocated to the health portfolio, NSW Health is one of its largest human services agencies. For more information go to www.health.nsw.gov.au.

Although the Ministry is just one component of the wider NSW Health system it plays a key role in:

- shaping overall policy development, funding strategies and system-wide planning of health services
- partnering with Local Health Districts, NSW communities and organisations to promote health, prevent injury and disease, and drive improvements such as the 'patient journey experience'.

About the (Your Health Service)

Suggest one paragraph

Role and purpose of the (Your Health Service)

Can expand more here, maybe include the key strategic directions of your health service

Your specific department

A few paragraphs about your department, aims, goals, etc

Position context

Primary Purpose of this position

This specialist role provides an effective clinical function. As a consequence, the position holder influences the practice of nursing in allocated clinical area/s, both within and external to their health service. Areas of accountability will include the provision of leadership, clinical standard setting and monitoring, policy development, and change management.

Roles and accountabilities

- Provides clinical leadership and/or consultancy to nursing, medical and allied health care providers in the areas of speciality both within and external to the hospital / health service
- Provides advanced, complex patient care in area of expertise.
- Maintains excellence in interpersonal skills and use of leadership to guide appropriate patient care and service delivery
- Provides leadership in the coordination and implementation of quality improvement activities.
- Develops innovative techniques for complex problem solving for relevant function and specialty both within and external to the hospital / health service

- Uses effective change management strategies to improve practice both internal and external to the hospital/health service
- Develops, implements and promotes evidence based standards and policies for patient care that are compliant with relevant professional, industrial and legislative requirements.
- Monitors and maintains performance development of nursing staff.
- Maintains, implements and evaluates own education and training requirements.
- Develops and implements business plans and strategies to facilitate effective utilisation of allocated human, financial and physical resources consistent with clinical unit, division and corporate priorities.
- Operates within the allocated/available budgets for the area of responsibility.
- Provides a public relations function for the area including where relevant investigation and report preparation for ministerial enquiries and consumer complaints
- Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- Performs duties in accordance with the relevant Work Health and Safety and Equal Opportunity Legislation and NSW Health Code of Conduct.
- Performs duties in accordance with Government, NSW Health, Local Health District and Departmental / Program Specific Policies and Procedures.
- Participates in a continuous process to monitor, evaluate and develop services and Performance.
- Undertakes other duties as directed.

Key skills and experience

The applicant must be able to demonstrate evidence of:

1. Eligibility for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Leadership experience in relevant specialty
3. Advanced interpersonal & communication (written & verbal) skills
4. Expert clinical / professional knowledge in the area of specialty
5. Sound knowledge & application of human resource principles
6. Expert knowledge & application of research & best practice principles
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Attachments

(your local health service) Organisation Chart	<input type="checkbox"/> Yes <input type="checkbox"/> No
(your departments) Organisational Chart	<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification

We have read the above position description and we are satisfied it accurately describes the position.

Position Holder's Name	
Signature	
Date	
Manager's Name	
Signature	
Date	