

## POSITION DESCRIPTION

# Nurse Manager Casual Pool and Staffing IHG

Our CORE values  
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Illawarra Shoalhaven Local Health District
Position Classification	Nurse Manager Grade 2
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery   Nurse Manager
Vaccination Category	Category A
ANZSCO Code	254311 Nurse Manager
Website	<a href="http://www.islhd.health.nsw.gov.au/">www.islhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

The Nurse Manager Casual Pool and Staffing IHG is responsible for supporting the IHG Nursing Workforce Manager in monitoring of the nursing and midwifery workforce across IHG, with a strong focus on the casual pool across the Hub.

- Ensure the promotion of excellence in clinical practice through optimal workforce planning, support and analysis, in collaboration with the IHG Nursing Workforce Manager, IHG Nursing and Midwifery leadership team, inclusive of the Operations Managers.
- Monitor and engage managers in the establishment and maintenance of staff profiles and ensure regular data is provided to track and monitor compliance and vacancy rates whilst developing strategies and initiatives to address the recruitment and retention needs of the nursing and midwifery workforce.
- Facilitate effective communication within the Executive Unit and facilitate the management of the casual and permanent relief pool staff.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use, including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

## POSITION DESCRIPTION

# Nurse Manager Casual Pool and Staffing IHG

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## KEY ACCOUNTABILITIES

### Workforce Matters

- Implement and evaluate initiatives and strategies that support a high quality and effective nursing and midwifery workforce, focusing on workforce planning, recruitment, retention, staff establishment creation and maintenance, roster demand template creation and model of care planning.

### Workforce Reporting

- Develop, implement and maintain systems that provide reports on KPIs regarding recruitment, retention, staff turnover and staffing requirements. This includes the monitoring, analysis and reporting of compliance with the Nursing Hours per Patient Day (NHPPD) and review of rosters to ensure compliance to the Rostering Best Practice and relevant Awards.

### Management of Casual Pool and Permanent Relief Pool

- Overall management of these teams and the associated support staff. This includes recruitment, tracking utilisation, performance management, professional development and overall leadership of the teams.

### Engagement

- Work closely with the IHG Nursing and Midwifery leadership team, inclusive of the Operations Managers.
- Foster and maintain close professional relationships with relevant clinical managers, peers and District managers to achieve organisational goals.
- Ensure that systems and processes are in place to support the Nursing/ Midwifery Unit Managers.

### Management of Nursing and Midwifery Workforce

- Oversee and provide support to Line Managers on all staffing matters including recruitment, rostering, leave management, registration requirements and professional development.

## KEY CHALLENGES

- Communicating effectively and providing appropriate advice and support to the nursing and midwifery team, while being respectful to a person's dignity, culture, values beliefs and rights.
- Ensuring that decision making is guided by the Nursing and Midwifery senior management team.

## POSITION DESCRIPTION

# Nurse Manager Casual Pool and Staffing IHG

## KEY RELATIONSHIPS

Who	Why
IHG Nursing Workforce Manager	Position reports to the IHG Nursing Workforce Manager
IHG Nursing and Midwifery leadership team, inclusive of the Operations Managers,	Provide support and feedback for performance and operational issues to ensure service delivery is in accordance with agreed targets.
Nursing/ Midwifery Unit Managers	Provide support, direction and leadership to the teams and team members under delegation.

## SELECTION CRITERIA

1. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse (Division 1) and relevant management qualification or working towards, or experience deemed equivalent
2. Demonstrated high level leadership within the workplace including the ability to form productive working relationships through high level communication, negotiation and facilitation, and conflict resolution skills.
3. The ability to use diagnostic tools and interventions including information and technology platforms.
4. Demonstrated knowledge of roster creation and management skills, including recruitment management and experience, and knowledge of workforce systems within health.
5. Extensive understanding in the use of HealthRoster, Recruitment and Onboarding (ROB) and StaffLink.
6. Demonstrated commitment to own professional development in areas prevalent to health management and leadership.
7. Sound knowledge of the NSW Public Health System Nurses and Midwives Award.
8. Unrestricted NSW Drivers Licence and a willingness to travel as required in role.

## POSITION DESCRIPTION

# Nurse Manager Casual Pool and Staffing IHG



Health  
Illawarra Shoalhaven  
Local Health District

## JOB DEMANDS CHECKLIST

**Job Demands for:** Nurse Manager, Casual Pool and Staffing – Illawarra Hospital Group

Physical Demands	
<b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous  Frequent	<b>Sitting</b> - remaining in a seated position to perform tasks  Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks  Frequent	<b>Walking</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Frequent
<b>Running</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Not Applicable	<b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks  Infrequent
<b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks  Infrequent	<b>Kneeling</b> - remaining in a kneeling posture to perform tasks  Infrequent
<b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks  Infrequent	<b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery  Not Applicable
<b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps	<b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)

## POSITION DESCRIPTION

# Nurse Manager Casual Pool and Staffing IHG



Health  
Illawarra Shoalhaven  
Local Health District

Infrequent	Frequent
<b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)  Not Applicable	<b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)  Not Applicable
<b>Reaching</b> - arms fully extended forward or raised above shoulder  Infrequent	<b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body  Infrequent
<b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)  Not Applicable	<b>Hand and Arm Movements</b> - repetitive movements of hands and arms  Infrequent
<b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands  Occasional	<b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work  Not Applicable
<b>Driving</b> - Operating any motor powered vehicle  Frequent	

## Sensory Demands

<b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)  Constant	<b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)  Constant
--	--

## POSITION DESCRIPTION

# Nurse Manager Casual Pool and Staffing IHG



Health  
Illawarra Shoalhaven  
Local Health District

<p><b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p><b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p><b>Touch</b> - use of touch is an integral part of work performance</p> <p>Constant</p>	
<p><b>Psychosocial Demands</b></p>	
<p><b>Distressed People</b> - e.g. emergency or grief situations</p> <p>Occasional</p>	<p><b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness</p> <p>Not Applicable</p>
<p><b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries</p> <p>Not Applicable</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>
<p><b>Exposure to Distressing Situations</b> - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Not Applicable</p>	
<p><b>Environmental Demands</b></p>	
<p><b>Dust</b> - exposure to atmospheric dust</p> <p>Infrequent</p>	<p><b>Gases</b> - working with explosive or flammable gases requiring precautionary measures</p> <p>Infrequent</p>
<p><b>Fumes</b> - exposure to noxious or toxic fumes</p>	<p><b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p>

## POSITION DESCRIPTION

# Nurse Manager Casual Pool and Staffing IHG



Health  
Illawarra Shoalhaven  
Local Health District

Not Applicable	Not Applicable
<b>Hazardous Substances</b> - e.g. dry chemicals, glues  Not Applicable	<b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard  Not Applicable
<b>Inadequate Lighting</b> - risk of trips, falls or eyestrain  Not Applicable	<b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight  Not Applicable
<b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C  Not Applicable	<b>Confined Spaces</b> - areas where only one egress (escape route) exists  Not Applicable
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground  Infrequent	<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls  Infrequent
<b>Working At Heights</b> - ladders/stepladders/scaffolding are required to perform tasks  Not Applicable	<b>Biological Hazards</b> - exposure to body fluids, bacteria, infectious diseases  Infrequent