



*fertilitySA*

**NURSE MANAGER**

**JOB & PERSON SPECIFICATION**

**JANUARY 2019**

# JOB AND PERSON SPECIFICATION

<b>TITLE OF POSITION:</b> Nurse Manager Permanent Full time position (38 hours per week)
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## JOB SPECIFICATION

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### 1. PREAMBLE

Fertility SA is a leader in fertility treatment in South Australia. Our clinic is owned and operated by our team of medical specialists which includes world-renowned doctors, Procedures are performed at St Andrews Hospital, 350 South Terrace, Adelaide with the head office and consulting rooms at 431 King William Street, Adelaide. Consulting sessions are also held in various other locations. The Nurse Manager is based at the King William Street Head Office.

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### 2. SUMMARY OF THE BROAD PURPOSE OF THE POSITION

The position reports to the Manager – Clinical Operations and the Medical Director

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### 3. STATEMENT OF KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES

Management of the Nursing team

#### 3.1

The incumbent will actively manage the day-to-day activities of the patient areas.

Duties include:

- Daily contact with nursing staff to supervise and participate in clinical activities and result management
- Assigning duties including venepuncture, ultrasound, patient calls for education, planning treatment cycles, managing result sessions. Liaison with Medical specialists and Embryology Laboratory.
- Represent the nursing team at unit meetings
- Provide overall leadership for the nursing area
- Audit of relevant areas and maintenance of records
- Maintenance and review of methodology. Update nursing manual yearly and as required
- Evaluation of and recommendation for new equipment and techniques
- Nursing staff training requirements

#### 3.2 Research

Support Fertility SA Research programs/sessions

#### 3.3 Teaching

Support and present at Fertility SA Education forums and sessions

### **3.4 Quality Control**

- Documentation of internal QC
- Review results of ongoing audits Be responsible for corrective action continual assessment updates and evaluation

### **3.5 Communication**

- Liaise with patients
- Liaise with nursing staff, clinicians, embryology hospital departments
- Support the Marketing programs across Fertility SA.

### **3.6 Extra Duties**

- As directed by the CEO or Manager, Clinical Operations,

### **3.8 Occupational health, safety and welfare**

- *Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Conduct and the company's human resource policies, including the OHS&W requirements.*
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## **4. EXPECTATIONS**

All staff are expected to:

- Contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours', providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
  - Perform their responsibilities in a manner which reflects and responds to continuous improvement;
  - Familiarise themselves and comply with OH&S and Equal Opportunity Policies.
  - Ensures and maintains safe work practices and conditions, reporting all hazards/accidents/incidents in accordance to protocols
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## **5. ESSENTIAL CRITERIA**

- Must hold current registration with APRHA
  - Must have minimum four years' experience in all aspects of clinical IVF.
  - Good time management and punctuality.
  - A high level of organisational skills including problem solving and decision making.
  - Demonstrated interpersonal, oral and written communication skills (English).
  - Ability to liaise across a multidisciplinary team.
  - Ability to work within and across teams in a supportive, collaborative productive way
  - Set performance goals with staff and manage performance through regular review
  - Detailed understanding of quality management systems as they relate to the RTAC accreditation processes.
  - Knowledge of current legislation and NHMRC guidelines relating to ART in SA
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## **6. DESIREABLE CRITERIA**

- Ability to provide effective induction and training to ensure staff are competent and contributing to the Values of Fertility SA
- Rostering of appropriate skill mix of nursing staff
- Understanding of Risk Management strategies
- Understanding of appropriate OH&S legislation and codes of practice
- Ability to use the Quality system to review Audit outcomes, feedback and the evaluation process to improve service and performance
- To support with knowledge new developments and contribute during the planning stages to allow implementation into clinical practice when directed

## **7. PERSONAL ATTRIBUTES & SKILLS**

- Ability to build effective and collaborative teams
- Educational, supportive manner
- Strong work ethic and commitment to providing a high level of service to all patients, staff and customers of the organisation;
- Able to work within and across teams in a supportive, collaborative productive way
- A personality that enjoys team building and engaging with staff in a manner that values them and gets the best out of the team
- Ability to manage and prioritise multiple tasks

*Staff responsibilities and hours may be varied by the Medical Director/CEO/Fertility SA Board in order to allow Fertility SA to respond to operational needs or requirements. This will be in negotiation with the Nurse Unit Manager*



## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please click on the Apply Today button to submit your application.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.

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