

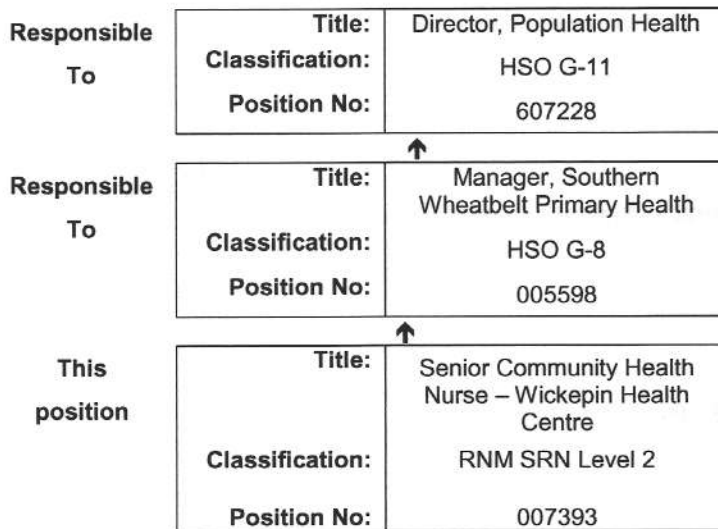


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	007393
Division:	Wheatbelt	Title:	Senior Community Health Nurse – Wickepin Health Centre
Branch:	Population Health Unit	Classification:	RNM SRN Level 2
Section:	Southern Wheatbelt Primary Health Service - Wickepin Health Centre	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

- Title**
- 007732 Senior Speech Pathologist, HSO P-2
 - 007038 Senior Physiotherapist, HSO P-2
 - 007040 Senior Occupational Therapist, HSO P-2
 - 007733 Senior Community Health Nurse RNM SRN L2
 - 007394 Snr Community Health Nurse - Williams SRN L2
 - 608160 Clinical Nurse Manager (Ab.Health) RNM SRN L2
 - 007739 Health Promotion Officer HSO G-5
 - 007611 Community Dietitian, HSO P-1
 - 007065 Community Health Nurse (Women's Health & Incontinence), RNM L2
 - 008012 Customer Officers, HSO G-2

Positions under direct supervision:			Other positions under control:	
Position No.	Title		Category	Number
007392	Community Health Nurse – Wickepin Health Centre	RNM Level 2	007412 Home Care Worker HSW L1/2	6
007835	Administrative Assistant	HSO G-3		

Section 3 – KEY RESPONSIBILITIES

In collaboration with the Primary Health Manager coordinates the development, planning, implementation and evaluation of effective and efficient community health nursing services (in the areas of accident & emergency, outpatient, domiciliary, school health, immunisation and community health nursing), home care services and relevant health promotion programs in the communities serviced by the Wickepin Health Centre and the Southern Wheatbelt Primary Health Service according to program priorities and client needs.

WA Country Health Service
18 AUG 2016
REGISTERED

TITLE	Senior Community Health Nurse – Wickepin Health Centre	POSITION NO	007393
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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

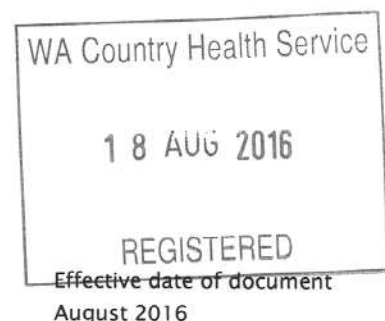
Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.	CLINICAL COMPETENCIES AND PRODUCTIVITY		75%
	Clinical Caseload, Health Promotion and Primary Health		
1.1	In collaboration with the Primary Health Manager coordinates the development, planning, implementation and evaluation of effective and efficient community health nursing services, home care services and relevant health promotion programs in the communities serviced by the Wickepin Health Centre and the Southern Wheatbelt Primary Health Service according to program priorities and client needs.	R	
1.2	Provides advanced clinical nursing care for clients, which is consistent with Primary Health Care philosophy and the development of self-care and personal responsibility for health.	D	
1.3	Performs the duties of a Registered Nurse by assessing the holistic health needs and delivering competent nursing care, health education and promotion to specified clientele.	D	
1.4	Supervises and supports Aboriginal Health Workers as required in their assessment of clients and development of health care plans.	R	
1.5	Participates and contributes to the Community Health Disease Prevention Program by providing immunisation service delivery and monitoring of student immunisation status.	R	
1.6	Conducts regular screenings of specific clientele according to NH & MRC standards.	R	
1.7	Assesses and provides nursing care to clients presenting to the Health Centre for emergency care.	D	
1.8	Triage patients and consults with and /or refers to appropriate services.	D	
1.9	Provides an outpatient service for minor illnesses at specified times	D	
1.10	Liaises with hospital discharge planning re post acute and ongoing care	D	
1.11	Plans and implements health promotion and education to individuals, families and communities according to program priorities and client needs.	R	
1.12	Evaluates service delivery in relation to program goals.	R	
1.13	Liaises with key stakeholders in relation to the delivery of community health services in the communities serviced by the Wickepin Health Centre.	R	
1.14	Participates in multidisciplinary team meetings and liaises with other staff to coordinate client care and early intervention programs.	R	
1.15	Maintains relevant clinical and service documentation, including HCARE statistical data collection, and provides written reports when requested by management and other relevant agencies.	D	
1.16	Maintains appropriate supplies of drugs, vaccines and other stores.	R	
1.17	Participates in quality management activities.	R	
2.	ADVISORY / PROFESSIONAL SUPPORT / ADMINISTRATION		15%
2.1	Facilitates appropriate client and program outcomes, by providing leadership, coaching, assistance and support to the Wickepin Health Centre staff.	D	
2.2	Provides supervision, facilitates performance management and provides mentoring for nursing and home care staff and students in clinical practicum, working in the Southern Wheatbelt Primary Health Service.	D	
2.3	Supervises and supports Home Care Workers as required in the delivery of the home care plans.	D	
2.4	Facilitates appropriate education for Health Service staff.	R	
2.5	Maintains practice standards by ensuring compliance with policies, protocols, procedural guidelines and practices according to appropriate legislation, including Public Sector Standards.	D	
2.6	Provides recognised expert knowledge in the area of nursing.	R	
3.	PROFESSIONAL DEVELOPMENT		5%
3.1	Participates in own performance management with the Primary Health Manager.	R	
3.2	Participates in continuing education of self and updates own knowledge and competencies through reading and attendance at approved professional development events.	R	
4.	OTHER		5%
4.1	Participates in other program activities and duties as negotiated with the Primary Health Manager.	O	

The occupant of this position will be expected to comply with, and demonstrate a positive commitment to, the highest achievement level in equal employment opportunity, occupational safety and health, Public Sector Standards, PSS Code of Ethics, Wheatbelt Health Region Code of Conduct, quality improvement, performance management and development, customer focus, Disability Services Act and confidentiality throughout the course of their duties.

1 8 AUG 2016
 Effective date of document
 August 2016
 REGISTERED

TITLE	Senior Community Health Nurse – Wickepin Health Centre - SPOP	POSITION NO	007393
		CLASSIFICATION	RNM SRN Level 2

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced ability to apply knowledge and skills in area of clinical expertise – including triage and emergency situations, outpatient and domiciliary nursing care.
3. Demonstrated knowledge and understanding of primary health care programs.
4. Demonstrated effective communication skills (written and verbal) and interpersonal skills.
5. Demonstrated effective leadership skills (organisational, supervisory, caseload management and problem solving skills).
6. Demonstrates cultural respect and the ability to work across cross cultural environments.
7. Demonstrated computer literacy and an ability to utilise information systems.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
9. Current 'C' or 'C' (a) class driver's licence.

DESIRABLE

1. Possession of or progress towards post - graduate qualifications in Child Health, School Health, Bachelor Degree of Nursing or Health Promotion.
2. Current holder of an immunisation certificate.

Section 6 – APPOINTMENT FACTORS

Location	Wickepin	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement. • Completion of a 100 point identification check • Successful Aged Care Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance. • Current 'C' or 'C' (a) Class Drivers licence. 		
Specialised equipment operated	Nil		

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date:
Executive Services

WA Country Health Service
18 AUG 2016
REGISTERED

Signature and Date:
Chief Executive Officer

WA Country Health Service
18 AUG 2016
REGISTERED

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed