



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA COUNTRY HEALTH SERVICE</b>		<b>Position No:</b>	607010
<b>Division:</b>	Wheatbelt	<b>Title:</b>	Clinical Nurse Coordinator - Hospice
<b>Branch:</b>	Northam Hospital	<b>Classification:</b>	RNM SRN Level 2
<b>Section:</b>	Clinical Services - Hospice	<b>Award/Agreement</b>	Nurses and Midwives Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	<b>Title:</b>	Operations Manager
	<b>Classification:</b>	HSO G-11
	<b>Position No:</b>	613281
		↑
Responsible To	<b>Title:</b>	Manager, Clinical Services
	<b>Classification:</b>	RNM SRN Level 5
	<b>Position No:</b>	607012
		↑
This position	<b>Title:</b>	Clinical Nurse Coordinator - Hospice
	<b>Classification:</b>	RNM SRN Level 2
	<b>Position No:</b>	607010
		↑

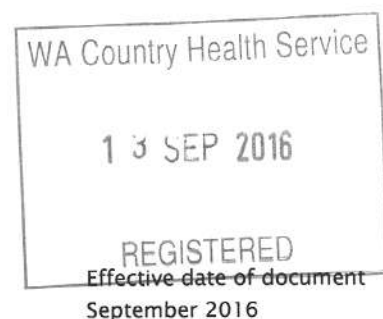
#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
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<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>											
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> <th></th> </tr> </thead> <tbody> <tr> <td>607621</td> <td>Registered Nurse, Hospice</td> <td>RNM Level 1</td> </tr> <tr> <td>607674</td> <td>Advanced Skills Enrolled Nurse</td> <td>EN Level 5</td> </tr> </tbody> </table>	Position No.	Title		607621	Registered Nurse, Hospice	RNM Level 1	607674	Advanced Skills Enrolled Nurse	EN Level 5	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
Position No.	Title											
607621	Registered Nurse, Hospice	RNM Level 1										
607674	Advanced Skills Enrolled Nurse	EN Level 5										
Category	Number											

### Section 3 – KEY RESPONSIBILITIES

Responsible for the quality of care and standard of practice within Hospice and Palliative Care Services. Acts as a resource person for staff, medical officers and families caring for patients with cancer and other terminal illnesses.



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		CLASSIFICATION	RNM SRN Level 2



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.

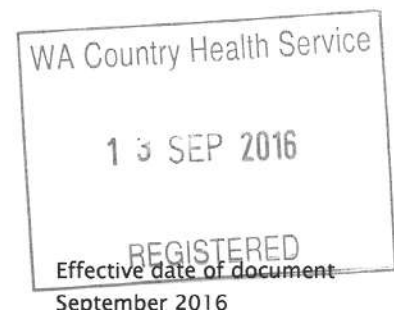


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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.0</b>	<b><u>CLINICAL PRACTICE AND MANAGEMENT:</u></b>	<b>D</b>	<b>50</b>
1.1	Act as a resource person for staff caring for patients with cancer and other terminal illnesses in the hospital and community.		
1.2	Maintain regular contact with those in the community identified as having cancer and other terminal illnesses		
1.3	Evaluate typical nursing intervention and recommends effective management of the same.		
1.4	Responsible for planning and implementing volunteer recruitment and training program in consultation with Manager, Human Resource Services & Coordinator, Training and Development.		
1.5	Plans, facilitates and evaluates clinical practice and patient care in accordance with current standards.		
1.6	Evaluates support services, which facilitate the delivery of quality care and make recommendations for change when appropriate.		
<b>2.0</b>	<b><u>LEADERSHIP:</u></b>	<b>D</b>	<b>25</b>
2.1	Utilises effective communication and leadership skills in promoting a team approach for the delivery of patient care.		
2.2	Counsel and support staff where requested.		
2.3	Act as a public relations person, addressing community groups to promote		
2.4	Understanding of the hospice concept and appropriate fundraising.		
2.5	Liaise with Medical Practitioners, Silver Chain Nurses, Hospital Staff and other Health Care Personnel; to identify those people in need of Palliative Care Services.		
2.6	Maintains professional knowledge and skills related to the area of responsibility.		
2.7	Participates in Health Campus Committees as requested.		
<b>3.0</b>	<b><u>QUALITY ACTIVITIES:</u></b>	<b>R</b>	<b>10</b>
3.1	Coordinates quality improvement projects related to delivery of care within his/her specialty.		
3.2	Formulates, recommends and implements appropriate action.		
3.3	Participates and assists in nursing research projects which improves patient care relevant to Palliative Care.		
3.4	Promotes and assists with the implementation of quality management and achievement of ACHS.		
<b>4.0</b>	<b><u>HUMAN AND MATERIAL RESOURCE MANAGEMENT:</u></b>	<b>R</b>	<b>10</b>
4.1	Ensures appropriate utilisation of Human and Material Resources.		
4.2	Actively participates in Performance Management.		
4.3	In conjunction with other staff, development Nurse Plans suitable identifies training and development opportunities for the Unit team.		
<b>5.0</b>	<b><u>OTHER</u></b>	<b>O</b>	<b>5</b>
5.1	Participates in the on-call roster with other members of the Hospice/Palliative Care team		
5.2	Other duties as directed by the Manager, Clinical Services.		

*The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.*



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**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 clinical skills in Palliative Care in both hospital and community settings.
3. Demonstrated ability to design, implement and evaluate Nursing Practice and Policies.
4. Demonstrated high level of interpersonal and communication skills with proven ability to communicate with community groups in the promotion of the service.
5. Demonstrated leadership within a collegial / team structure.
6. Demonstrated commitment to Quality Improvement and the EQUiP process.
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

**DESIRABLE**

1. Possession of or progress toward post-registration qualification relevant to position.
2. Previous experience in the organisation of staff / volunteer training.

**Section 6 – APPOINTMENT FACTORS**

Location	Northam	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Aged Care Criminal Record Screening clearance</li> <li>• Successful Working with Children Check</li> <li>• Successful Pre- Placement Health Screening clearance</li> </ul>		
Specialised equipment operated			

**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  
 13 SEP 2016  
 REGISTERED

Signature and Date: \_\_\_\_\_  
**Chief Executive Officer**  
 WA Country Health Service  
 13 SEP 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