



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service - Midwest		Position No:	613570
Division:	Gascoyne	Title:	Clinical Nurse Manager - After Hours
Branch:	Carnarvon Hospital	Classification:	SRN Level 2
Section:	Nursing Services	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>District Director of Nursing and Midwifery</td></tr><tr><td>Classification:</td><td>SRN Level 8</td></tr><tr><td>Position No:</td><td>001071</td></tr></table>	Title:	District Director of Nursing and Midwifery	Classification:	SRN Level 8	Position No:	001071	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: <table><tr><td>Title</td></tr><tr><td>Aboriginal Liaison Officer</td></tr></table>	Title	Aboriginal Liaison Officer
Title:	District Director of Nursing and Midwifery									
Classification:	SRN Level 8									
Position No:	001071									
Title										
Aboriginal Liaison Officer										
	↑									
Responsible To	<table><tr><td>Title:</td><td>Nursing Coordinator</td></tr><tr><td>Classification:</td><td>SRN Level 3</td></tr><tr><td>Position No:</td><td>001671</td></tr></table>	Title:	Nursing Coordinator	Classification:	SRN Level 3	Position No:	001671	←		
Title:	Nursing Coordinator									
Classification:	SRN Level 3									
Position No:	001671									
	↑									
This position	<table><tr><td>Title:</td><td>Clinical Nurse Manager - After Hours</td></tr><tr><td>Classification:</td><td>SRN Level 2</td></tr><tr><td>Position No:</td><td>613570</td></tr></table>	Title:	Clinical Nurse Manager - After Hours	Classification:	SRN Level 2	Position No:	613570			
Title:	Clinical Nurse Manager - After Hours									
Classification:	SRN Level 2									
Position No:	613570									
	↑									

Positions under direct supervision:	← Other positions under control:																																								
<table><tr><td>Position No.</td><td>Title</td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>	Position No.	Title																			<table><tr><td>Category</td><td>Number</td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>	Category	Number																		
Position No.	Title																																								
Category	Number																																								

Section 3 – KEY RESPONSIBILITIES

Provides after hours administration and bed management for Carnarvon Hospital. Demonstrates leadership and role modelling. Promotes and ensures maintenance of clinical standards of quality of care.

WA Country Health Service –
Midwest

04 November 2016

REGISTERED

TITLE	Clinical Nurse Manager - After Hours	POSITION NO	613570
		CLASSIFICATION	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

Working together for a healthier country WA

WHAT WE STAND FOR

A fair share for country health – securing a fair share of resources and being accountable for their use.

Service delivery according to need – Improving access based on need and improving health outcomes.

Closing the gap to improve Aboriginal health – Improving the health of Aboriginal people.

Workforce stability and excellence – Building a skilled workforce and a supportive workplace.

OUR VALUES

Community - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

Compassion - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

Quality - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

Integrity - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

Justice - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

WA Country Health Service –
Midwest

04 November 2016

REGISTERED

TITLE	Clinical Nurse Manager - After Hours	POSITION NO	613570
		CLASSIFICATION	SRN Level 2

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	ADMINISTRATION	D	100
1.1	Coordinate Hospital bed management after hours.		
1.2	Allocate staff mix according to analysis of clinical needs and available resources.		
1.3	Identify problems and use consultative, participative and democratic principles in decision making in both operational and clinical areas.		
1.4	Review and adjust daily staffing levels to ensure staffing levels are in accordance with the NHpPD ratio and safe practice guidelines.		
1.5	Provide leadership and support for nursing and other health service employees.		
1.6	Collaborate with multi disciplinary team from patient admission to discharge.		
1.7	Initiate grievance procedures and participates in conflict resolution.		
1.8	Act as the Fire and Safety Coordinator, Occupational Safety & Health Coordinator after hours, within Carnarvon Hospital.		
2.0	CLINICAL		
2.1	Provide advanced clinical support and specialised knowledge in collaboration with nursing staff and patients.		
2.2	Assist clinical nurses to develop, promote and evaluate standards of practice, policies and guidelines.		
2.3	Demonstrate and deliver clinical skills in accordance with scope of practice.		
2.4	Apply knowledge and skills in collaboration with the multi disciplinary team.		
2.5	Participate in development, promotion, evaluation and maintenance of Standards of Practice, Guidelines and Policies within the multidisciplinary team.		
2.6	Contribute to the implementation of clinical governance in the hospital, including the development and monitoring of performance indicators		
3.0	QUALITY		
3.1	Promote the philosophy and goals of WA Country Health Service - Midwest.		
3.2	Promote a positive customer focussed service throughout WACHS - Midwest.		
3.3	Assist and participate in developing appropriate quality improvement projects.		
3.4	Actively promote, participate and evaluate continuous quality improvement in clinical services		
3.5	Responsible for identifying, reporting and managing clinical risk in conjunction with the Director of Nursing, Gascoyne and other senior clinicians.		
4.0	WORKFORCE DEVELOPMENT		
4.1	Accept responsibility for own professional development through continuing education and disseminates knowledge and skills.		
4.2	Attend annual mandatory updates.		
4.3	Set personal goals, and participate actively in nursing division performance development.		
4.4	Facilitate and coordinate staff in-service, training, drills and emergency preparedness after hours.		
5.0	OTHER		
5.1	Other duties as directed.		
	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.		

WA Country Health Service –
Midwest

04 November 2016

REGISTERED

TITLE	Clinical Nurse Manager - After Hours	POSITION NO	613570
		CLASSIFICATION	SRN Level 2

Section 5 – SELECTION CRITERIA

ESSENTIAL

- Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
- Demonstrated ability as a leader/coordinator in a diverse team environment.
- Demonstrated advanced clinical practice in a variety of acute settings including the ability to perform under pressure.
- Demonstrated highly developed interpersonal and negotiation skills, oral and written communication skills and proven ability to build and maintain relationships.
- Demonstrated understanding of continuous quality improvement programs and risk management.
- Demonstrated computer literacy and an ability to utilise information systems.

DESIRABLE

- Possession of or working toward post-graduate qualification in Nursing Management or related field of study
- Sound understanding of current issues in the public sector health system, culture concepts, including rural area service issues.
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Carnarvon	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 Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Evidence of current Working with Children check. Allowances <ul style="list-style-type: none"> • District allowance, air conditioning subsidy (if applicable), extra one week's leave north of 26th parallel, annual air travel concession, and gratuity payment and qualification allowance as per award. 		
Specialised equipment operated	Computer		

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:
Manager

WA Country Health Service –
Midwest

04 November 2016

REGISTERED

Signature and Date:
Regional Director

WA Country Health Service –
Midwest

04 November 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

WA Country Health Service –
Midwest

04 November 2016

REGISTERED