



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	615309
<b>Division:</b>	Nursing Services	<b>Title:</b>	<b>Clinical Nurse</b>
<b>Branch:</b>	Esperance Health Campus	<b>Classification:</b>	<b>RNM Level 2</b>
<b>Section:</b>	Theatre	<b>Award/Agreement</b>	Nurses and Midwives Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b> Director of Nursing HSM - EDH <b>Classification:</b> RNM SRN Level 8 <b>Position No:</b> 601649	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b>  <u>Title</u>
	↑	
<b>Responsible To</b>	<b>Title:</b> Clinical Nurse Manager (Theatre & CSSD) <b>Classification:</b> RNM SRN Level 3 <b>Position No:</b> 601899	
	↑	←
<b>This position</b>	<b>Title:</b> Clinical Nurse <b>Classification:</b> RNM Level 2 <b>Position No:</b> 615309	
	↑	

<b>Positions under direct supervision:</b>	<b>Other positions under control:</b>
Position No. Title Registered Nurses Enrolled Nurses	Category Number

### Section 3 – KEY RESPONSIBILITIES

Advanced level of nursing skills and a commitment to developing own and others knowledge.  
Responsible for standards of nursing practice and monitoring patient care delivered within the identified area of responsibility.  
Promotes and maintains collaborative relationships with peers, visitors, medical staff and other members of the health care team.  
Assists in the management of human and material resources, budgetary monitoring and environmental safety.  
Accepts responsibility for own actions and is accountable for own practice.

**WA Country Health Service –  
GOLDFIELDS**

**21 October 2016**

**REGISTERED  
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		CLASSIFICATION	RNM 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, Indigenous 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>CLINICAL MANAGEMENT</b>		
1.1	Demonstrates advanced clinical expertise by delivering individualised, competent nursing care whilst in Theatre/CSSD, Day Surgery Unit and Specialist Clinics using a problem solving approach.		
1.2	Acts as a clinical resource for all unit staff and as a preceptor to new and junior staff as required.		
1.3	Maintains and develops knowledge and skills related to areas of responsibility, sets personal goals in collaboration with the Clinical Nurse Manager and evaluates own clinical practice through Performance Management.		
1.4	Monitors the clinical practice of all nursing personnel within their identified area of responsibility and assists the Clinical Nurse Manager in evaluating the practice of staff within the unit – through involvement in Performance Management.		
<b>2.0</b>	<b>RESOURCE MANAGEMENT</b>		
2.1	Assists in the allocation of human, financial and material resources across the unit.		
2.2	Promotes cost-effectiveness of material utilisation.		
2.3	Assists in the management of the unit budget, monitors variances and makes recommendations to the Clinical Nurse Manager for corrective strategies.		
<b>3.0</b>	<b>INFORMATION SYSTEMS</b>		
3.1	Provides relevant information and statistical data as required.		
3.2	Participates in the development and maintenance of unit policies and procedures.		
<b>4.0</b>	<b>CONTINUING QUALITY IMPROVEMENT</b>		
4.1	Promotes and monitors all unit staff to ensure compliance with the hospital wide staff development program.		
4.2	Promotes an understanding of legislation of control of drugs, Equal Employment Opportunity legislation, Occupational Safety and Health Standards, Disability Services and Industrial Awards relevant to nursing.		
4.3	Participates in strategic planning and goal setting for the unit in liaison with the Clinical Nurse Manager and the unit staff.		
<b>5.0</b>	<b>LEADERSHIP</b>		
5.1	Demonstrates and promotes effective leadership.		
5.2	Communicates effectively and appropriately with peers, medical staff, patients, significant others and members of the public.		
5.3	Plans and coordinates nursing activities in Theatre, Day Surgery Unit, Specialist Clinics and CSSD in collaboration with the Clinical Nurse Manager and unit staff.		
5.4	Promotes the philosophies and goals of the nursing division and organisation.		
<b>6.0</b>	<b>OTHER</b>		
6.1	Participates in relevant committees and on special projects as requested.		
6.2	Undertakes regular On Call emergency Theatre duties.		
6.3	Other duties as directed by line manager or their delegate.		
	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.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, M - Monthly, R - Regularly, O - Occasionally, A - Annually

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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. Advanced clinical skills and competencies within the relevant practice setting.
3. Well-developed written and verbal communication skills, and computer skills.
4. Ability to plan appropriate strategies in respect to change in patient care requirements and staffing levels.
5. Well-developed negotiation and conflict resolution skills.
6. Commitment to ongoing professional development of self and others.
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.
8. Current WA C or C-A Class drivers licence and an ability and willingness to travel including overnight stays as required.

### DESIRABLE

1. Achievement of or progression towards tertiary qualification in Nursing or related discipline or Post Registration in an area of speciality.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Esperance	<b>Accommodation</b>	As per the WA Country Health Service policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Nursing &amp; Midwifery Board of Australia must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance and a Working with Children (WWC) check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current WA C or C-A Class drivers licence</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> <li>• Annual Leave Travel Concession as applicable</li> </ul>		
<b>Specialised equipment operated</b>			

## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Operations Manager**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**

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

