

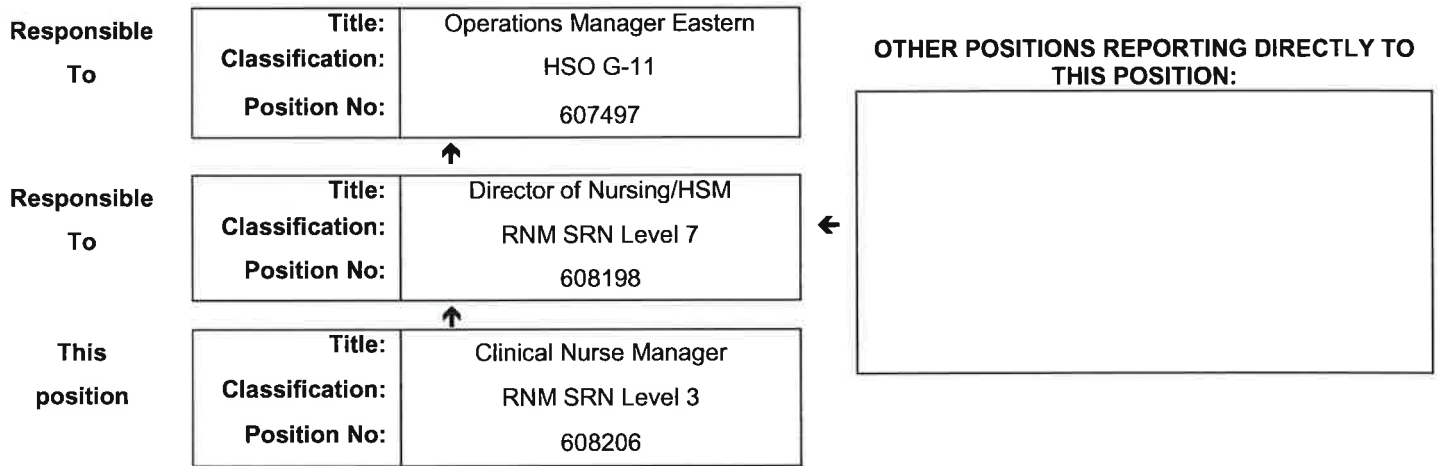


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	608206
Division:	Wheatbelt	Title:	Clinical Nurse Manager
Branch:	Merredin	Classification:	RNM SRN Level 3
Section:	Nursing	Award/Agreement:	Nurses and Midwives Agreement

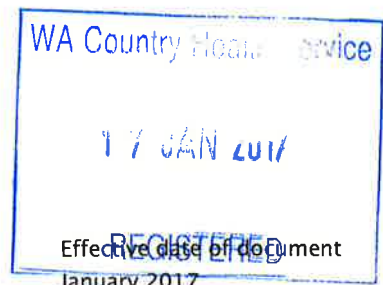
Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number
	Registered Nurses		
	Enrolled Nurses		
	Nursing Assistants		

Section 3 – KEY RESPONSIBILITIES

Responsible for coordination and management of the Acute and Surgical Unit and/ or other designated health care units, ensuring strategic goals and outcomes of care are met and compliance with standards, policies and procedures. Responsible for the day-to-day management of human, financial and material resources within designated areas



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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

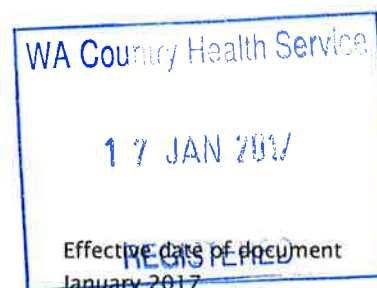
Community – making a difference through teamwork, generosity and country hospitality.

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.

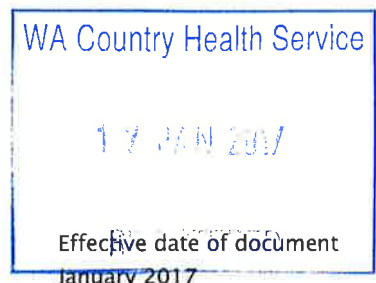


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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLINICAL:	D	30
1.1	Manages and supervises the clinical staff.		
1.2	Provide clinical leadership, expertise and consultancy to nursing, medical and allied health care professional and administration with regard to co-ordination of client's services in consultation with senior management.		
1.3	Acts as a team leader in a multi-disciplinary approach to patient care. Acts as a clinical resource and gives advice on clinical practice and clinical governance.		
1.4	Provides guidance and support to nursing staff to facilitate appropriate patient focus outcomes, ensures that standards, policies and procedures are adhered to.		
1.5	Ensure nursing services are provided in a manner which are culturally appropriate to people of indigenous and other culturally diverse backgrounds.		
1.6	To ensure high standards of documentation are maintained, to monitor patient's length of stay and that discharge planning occurs from the time of admission.		
1.7	Leads and supports a culture of quality services and continuous improvement including external accreditation.		
1.8	Is the point of contact for the Medical Practitioners with regard to clinical matters		
1.9	Is the clinical contact for external agencies.		
2.0	MANAGEMENT:	D	40
2.1	Manages the nursing roster for Acute and Surgical Services.		
2.2	Conduct annual Professional Development Reviews of relevant staff.		
2.3	Assists with the planning of clinical rotation, and leave for all nursing staff in consultation with Health Service Manager.		
2.4	Assist with identifying the educational needs for the relevant area or individuals and arrange education/training as necessary.		
2.5	Reviews staffing requirements for relevant areas and initiates/participates in the Recruitment and Selection process with the Health Service Manager.		
2.6	Responsible for the efficient utilisation of human, financial and material resources for the area.		
2.7	Undertakes Clinical shifts and provides on call services as required.		
3.0	COMMUNICATION AND NEGOTIATION:	R	15
3.1	Promotes effective relationships and communication within and between all disciplines, departments and agencies.		
3.2	Negotiates effectively to achieve cooperation between personnel.		
3.3	Manages and provides feedback in grievance and disciplinary matters.		
3.4	Counsels appropriately and effectively.		
3.5	Provide positive relations with patients, peers, medical staff, allied health colleagues and members of the general public.		
4.0	PROFESSIONAL DEVELOPMENT:	R	10
4.1	Ensures own knowledge is kept abreast of current trends and research.		
4.2	Identifies and promotes learning opportunities and up skilling of self and others, liaising with Learning and Development, Health Service Manager and Operations Manager.		
5.0	OTHER:	R	5
5.1	Participates in the clinical setting as required.		
5.2	Acts for the Health Service Manager as required.		
5.3	Other duties and special projects as directed by the Health Service Manager.		

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 and Diversity Policy, Prevention of Bullying, Harassment & Discrimination in the Workplace Policy, Occupational Safety & Health, Public Sector Standards, WA Health Code of Conduct, WA Public Sector 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 – WORK RELATED REQUIREMENTS

ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated well developed clinical, managerial and leadership skills. Proven ability to lead a team in delivering care that is patient centred and meets all relevant quality standards.
3. Demonstrated well developed ability to manage human, material and environmental resources to achieve optimum patient care.
4. Highly developed communication skills, both oral and written; interpersonal skills and the ability to influence a positive culture in the workplace.
5. Well-developed analytical skills and problem solving ability, and the ability to implement change in the workplace.
6. Computer literacy and an ability to utilise information systems.
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. Possession of current C or C-A class drivers Licence

DESIRABLE

1. Tertiary Certificate or post graduate qualifications in relevant nursing or management areas.
2. Knowledge of contemporary issues and trends in Rural Health Service Delivery.
3. Experience and commitment to quality improvement and Accreditation

Section 6 – APPOINTMENT FACTORS

Location	Merredin	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment 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 Pre-Placement Health Screening clearance • Successful Aged Care Criminal Screening • Successful Working With Children (WWC) Check • Possession of current "C" or "C (a)" Class Drivers Licence. 		
Specialised equipment operated	Videoconferencing and related equipment, IT equipment		

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
 17 JAN 2017
 REGISTERED

Signature and Date: _____
Chief Executive Officer
 WA Country Health Service
 17 JAN 2017
 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