



# Government of Western Australia WA Country Health Service

## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Service</b>		<b>Position No:</b>	<b>613774</b>
<b>Division:</b>	South West	<b>Title:</b>	<b>Nurse Manager – Palliative Care</b>
<b>Branch:</b>	Nursing and Midwifery Services	<b>Classification:</b>	<b>SRN Level 3</b>
<b>Section:</b>	Regional Palliative Care Service	<b>Award/Agreement</b>	WA Health System – Australian Nursing Federation - Registered Nurses, Midwives, Enrolled (Mental Health) and Enrolled (Mothercraft) Nurses – Industrial Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Operations Manager Bunbury Hospital
	<b>Classification:</b>	HSO Level G-11
	<b>Position No:</b>	612994



<b>Responsible To</b>	<b>Title:</b>	Coordinator of Nursing and Midwifery
	<b>Classification:</b>	SRN Level 7
	<b>Position No:</b>	613417



<b>This position</b>	<b>Title:</b>	<b>Nurse Manager – Palliative Care</b>
	<b>Classification:</b>	<b>SRN Level 3</b>
	<b>Position No:</b>	<b>613774</b>



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

<b>Title</b>
Nurse Unit Manager Theatre
Nurse Unit Manager Surgical
Nurse Unit Manager Medical
Nurse Unit Manager Maternity
Nurse Unit Manager Critical Care
Clinical Nurse Manager Paediatrics
Clinical Nurse Manager After Hours
Psychiatric Liaison Nurses
Allied Health Manager
Diabetic Educator
Infection Control Nurse



Palliative Care Program Coordinator, WA Cancer & Palliative Care Network Professional Mentoring
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Positions under direct supervision:	Other positions under control:																
<table> <tr> <th>Position No.</th><th>Title</th></tr> <tr> <td></td><td>Clinical Nurse</td></tr> <tr> <td></td><td>Administration Support Officer Level 2</td></tr> <tr> <td></td><td>Senior Social Worker Level P-2</td></tr> </table>	Position No.	Title		Clinical Nurse		Administration Support Officer Level 2		Senior Social Worker Level P-2	<table> <tr> <th>Category</th><th>Number</th></tr> <tr> <td colspan="2"> <b>WA Country Health Service South West</b> </td></tr> <tr> <td colspan="2"> <b>24 March 2017</b> </td></tr> <tr> <td colspan="2"> <b>REGISTERED</b> </td></tr> </table>	Category	Number	<b>WA Country Health Service South West</b>		<b>24 March 2017</b>		<b>REGISTERED</b>	
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Category	Number																
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### Section 3 – KEY RESPONSIBILITIES

Provides leadership, operational management and nursing consultancy for the palliative care service within the region.

TITLE	Nurse Manager – Palliative Care	POSITION NO	613774
		CLASSIFICATION	RN SRN Level 3



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.

**WA Country Health Service  
South West**

**24 March 2017**

**REGISTERED**

<b>TITLE</b>	<b>Nurse Manager – Palliative Care</b>	<b>POSITION NO</b>	<b>613774</b>
		<b>CLASSIFICATION</b>	<b>RN SRN Level 3</b>

#### Section 4 – BRIEF STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
1.	Leads and manages a multi-disciplinary speciality team. Works collaboratively with all multi-disciplinary teams within the region as required.		100%
2.	Provides clinical leadership to medical, nursing and allied health professionals in palliative care within the region.		
3.	Provides consultancy for complex patient care within the region.		
4.	Establishes, supports and evaluates the regional palliative care governance steering committee, the regional palliative care multidisciplinary interest group and indigenous palliative care partnerships as outlined in the Rural Palliative Care Model in Western Australia.		
5.	Initiates and analyses research to determine clinical best practice; initiates, implements and evaluates best practice activities that support the delivery of appropriate clinical care in palliation within the region.		
6.	Maintains excellence in interpersonal skills and use of leadership to guide appropriate patient care and service delivery. Maintaining strong communication with network of Nurse Coordinators - Palliative Care and Executive Nursing Teams within WACHS.		
7.	Promotes and facilitates a multi-disciplinary team approach to decision-making.		
8.	Develops innovative techniques for complex problem solving for palliative care services within the region.		
9.	Develops, implements and promotes evidence based standards and policies that are compliant with relevant professional, industrial and legislative requirements for the region.		
10.	Provide leadership in the coordination and implementation of quality improvement activities.		
11.	Contribute to the formulation of staffing profiles, according to analysis of clinical palliative care needs. Operate within the allocated / available budget for palliative care services.		
12.	Actively participate in the recruitment, selection and orientation of staff as required.		
13.	Develop and implement business plans and strategies to facilitate effective utilisation of allocated human, financial and physical resources consistent with clinical unit, division and corporate facilities within the regional health service.		
14.	Provide clinical information, statistics and reports as required by WA Cancer & Palliative Care Network and WACHS.		
15.	Implements and maintains performance management systems which support the ongoing development of staff and self		
16.	Develops, implements and evaluates education and training programs related to the area of palliative care.		
17.	Provides a public relations function for the area including investigation and management of ministerials, enquiries and patient complaints.		
18.	Use effective change management strategies to improve practice within the region.		
19.	Other duties as directed by the line 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, 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 leadership experience in the establishment, delivery and evaluation of clinical services.
3. Demonstrated extensive clinical expertise, including application of research and evidence based practice in palliative care.
4. Advanced interpersonal and communication (written & verbal) skills, including e-health technology.
5. Well developed analytical and problem solving skills.
6. Demonstrates application of quality and risk management principles with service delivery, practice and evaluation.
7. Knowledge of current health issues and the organisational culture of rural health services, particularly in the area of delivery of health services for critical but low volume need and indigenous partnerships
8. Demonstrated application of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment, service delivery and nursing professional standards.
9. Current C or C-A Class drivers licence and ability to travel within the region.

### DESIRABLE

1. Demonstrated possession of, or active progression towards an appropriate post-graduate qualification.
2. Demonstrated well developed computer skills.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	South West	<b>Accommodation</b>	As determined by 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 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.</li> <li>• Successful Working with Children (WWC) check.</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Evidence of current C or C-A Class drivers licence.</li> </ul>		
<b>Specialised equipment operated</b>	As relevant to the clinical practice setting Microsoft Office Applications, HCare and other health service software programs		

## 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**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

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  
South West**

**24 March 2017**

**REGISTERED**