



HSS Registered

Working with Children Check (WWCC) Required

Clinical Nurse Manager – Community Health

Nurses and Midwives Agreement; RN SRN Level 3

Position Number: 00009671

Child and Adolescent Community Health – Armadale Gosnells Region
Child and Adolescent Health Service

Reporting Relationships

Director Special Projects
HSO Level G11
Position Number: 00005953



Director South Zone
HSO Level G10
Position Number: 00008874



This Position



Reporting to this position:

Title	Classification	FTE
• Clinical Nurse	RN Level 2	18.7
• Registered Nurse	RN Level 1	2.9

Also reporting to this supervisor:

- Clinical Nurse Specialists; RN SRN Level 3
- Clinical Nurse Manager; RN SRN Level 3
- Administrative Coordinator; HSO Level G4

Key Responsibilities

The Clinical Nurse Manager - Community Health manages community health staff, including clinical nurses, registered nurses, enrolled nurses, other health workers, support staff and associated physical resources. Collaborates with internal and external stakeholders within a designated area to facilitate high quality and accessible service to the community. Acts as a role model, consultant and team leader who provides clinical support and guidance and is responsible for the standards of nursing practice and implementing changes to clinical practice within a designated area.

Brief Summary of Duties

Practices in accordance with the Australian Nursing & Midwifery Council Professional Practice Framework, in particular the ANMC National Competency Standards for the Registered Nurse

1. Effectively leads and manages a team of community health nurses within a designated area to implement service delivery in line with CACH strategic direction.
2. Monitors and reviews standard of nursing practice in performance management and development and identification of consumer feedback and complaints.
3. Disseminates information appropriately to relevant staff on all aspects of nursing practice.
4. Works in collaboration with the Zone Director in the development, implementation and ongoing review of the annual business plan, manages, reviews and makes recommendations regarding human and physical resources.
5. Acts as a consultant and resource person on clinical matters for Clinical Health Nurses, Registered Nurses, Enrolled Nurses and Health Workers.
6. Maintains effective communication with staff, community, internal and external agencies.
7. In consultation with the Zone Director facilitates the development, coordination, implementation and evaluation of quality improvement and best practice projects.
8. Develops implements and evaluates protocols and policies in partnership with Director Special Projects and Zone Directors relevant to Community Nursing Clinical Practice.
9. Monitors and collates relevant data to identify and facilitate planning for future service development.
10. In consultation with Zone Directors consults and negotiates with government and non-government agencies as required.
11. Is responsible for the clinical reporting of significant and sentinel events to senior nursing management.
12. Promotes awareness of and ensures compliance with:
 - Clinical and/or corporate governance requirements; and
 - Legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health.
13. Responsible for the recruitment, orientation and training of new staff.
14. Manages human resources within the requirements of the relevant awards, legislation and public sector standards.
15. Facilitates conflict resolution to assist staff to work productively and as part of a team.
16. Manages staff allocation, rosters, leave requests and acquittals.
17. Ensures that accidents/incidents are appropriately investigated in conjunction with Occupational Safety and Health Representatives and ensures that interventions are initiated, followed through and closed out.
18. Works within relevant award provision , EEO legislation, WA Health Code of Conduct, Public Sector Standards and OSH policy and legislation
19. Manages the performance development of self and staff and acts to address performance related matters.
20. Collaborates with CACH Learning and Development and Clinical Education teams to facilitate education, learning and development that meet individual and clinical needs of community health staff.
21. Contributes to the achievement of the objectives of the organisation through participation in relevant committees and project teams.
22. Assists with the allocation of students to suitable preceptors in conjunction with Clinical Placement Coordinator and tertiary institutions.
23. In consultation with the Zone Director monitors and reviews budget performance for relevant cost centre.

24. Sets performance related goals, equally evaluates own achievement and actively participates in own performance and professional development.
25. Supports nursing research, projects and quality improvement by own staff involvement in projects.

26. CAHS Governance, Safety and Quality Requirements

- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process and undertakes ongoing performance development review with employees under their supervision.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

27. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced nursing knowledge, experience and skills relevant to community health.
3. Demonstrated effective skills in leadership, communication, team building, conflict resolution and change management.
4. Demonstrated ability to liaise with internal and external agencies to achieve strategic operational and organisational outcomes.
5. Demonstrated ability to implement, monitor and evaluate nursing policies, performance and practice.
6. Demonstrated (research) conceptual and analytical skills including problem solving.
7. Demonstrated understanding of resource management including finance, human resources and assets.
8. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment, people management and service delivery.
9. Current 'C' or 'CA' driver's licence.

Desirable Selection Criteria

1. Possession of or significant progress towards postgraduate qualifications in management.
2. Understanding of multicultural health issues or vulnerable populations.
3. Computer and IT skills.

Appointment Pre-requisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment
- Evidence of current 'C' or 'CA' driver's licence

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

_____ Manager / Supervisor Name	_____ Signature or	_____ HE Number	_____ Date
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_____ Directorate/ Dept. Head	_____ Signature or	_____ HE Number	_____ Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

_____ Occupant Name	_____ Signature or	_____ HE Number	_____ Date
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HSS Registration Details (to be completed by HSS)

Created on	Insert date	Last Updated on	15/03/2018 he108284
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