



North Metropolitan Health Service
 Women and Newborn Health Service

Job Description Form

Clinical Nurse

Nurses and Midwives Agreement: Level 2

Position Number: 00007060

Neonatal Directorate/Ward 6B

Women and Newborn Health Service

Reporting Relationships

Coordinator of Nursing
 Award Level: RN SRN7
 Position Number: 00013569



Clinical Nurse Consultant
 Award Level: RN SRN4
 Position Number: 00006219



This Position



Also reporting to this supervisor:

Directly reporting to this position:

Title	Classification	FTE
NNT		1.0
RN/RM		
Data Entry Clerk		

Other positions under control

Prime Function / Key Responsibilities

Responsible for the collection and collation of data for the neonatal data base. Provides reports and statistical information for approved neonatal projects. Coordinates Follow up programme.

Brief Summary of Duties (in order of importance)

1. Responsible for maintenance and accuracy of Neonatal Database in collaboration with relevant staff
2. Collects and collates clinical information related to inpatient episode for all admissions to 6B.
3. Develops and updates procedures for the collection of data as required.
4. Maintains accurate records and provides discharge information in a timely manner in collaboration with the data entry clerk.
5. Enters eye follow up data for all infants screened for ROP (KEMH and PMH) into Neonatal Database
6. Provides reports and statistical information for approved projects.
7. Assists with provision of data for an annual report for the Neonatology Clinical Care Unit in collaboration with a Neonatal Consultant Paediatrician.
8. Initiates and participates in the development of policies, procedures and standards of practice pertaining to the neonatal database.
9. Develops and implements database quality activities and/or research.
10. Enrols relevant patients into Follow up programme and maintains accurate records according to protocol.
11. Collates family and infant assessment information for Follow up programme.
12. Coordinates Neonatal Follow up including outpatient appointments according to guidelines.
13. Liaises with medical staff and Follow up coordinator as required.
14. Maintains and ensures accurate, clear and current records within a legal and ethical framework.
15. Accepts responsibility for the professional development of staff through orientation and active contribution to staff development as required.
16. Acts as an expert clinical resource and role model for colleagues and allied health professionals
17. Accepts responsibility for nursing practice within the limits of own ability and qualifications, and when delegating tasks to others, ensures that they are competent for the delegated task.
18. Demonstrates a commitment to own professional development and maintains clinical knowledge and skills relevant to the department.
19. Accountable for the safe, efficient and effective use of human and material resources.

NMHS Governance, Safety and Quality Requirements

1. Participates in the maintenance of a safe work environment
2. Participates in an annual performance development review.
3. Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
4. Completes mandatory training (including safety and quality training) as relevant to role.
5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

Undertakes other duties as directed.

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. Recognised post-basic qualifications in neonatal nursing.
3. Recent relevant experience in neonatal nursing.
4. Demonstrates highly skilled analytical ability in the neonatal setting.
5. Well developed and effective negotiation and interpersonal skills.
6. Well-developed communication and report writing skills
7. Proven ability to take a leadership role within a team and function independently.
8. Demonstrated ability to undertake quality improvement activities.
9. Well-developed computer and keyboard skills.
10. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Bachelor of Nursing or equivalent.
2. Previous experience with the collection and collation of data.

Appointment Prerequisites

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.

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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: