



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	100028
Division:	Kimberley	Title:	Clinical Nurse Manager
Branch:	Kununurra, Wyndham and Halls Creek Health Service	Classification:	SRN Level 3
Section:	Kununurra Nursing	Award/Agreement:	Nurses and Midwives Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	200000
↑		
Responsible To	Title:	Operations Manager
	Classification:	HSO Level G11
	Position No:	100000
↑		
This Position	Title:	Clinical Nurse Manager
	Classification:	SRN Level 3
	Position No:	100028

Other positions reporting directly to this position:

Title
Business Manager Kunununurra
Senior Medical Officer
Senior Medical Officer – Halls Creek
DoNM – Health Service Manager
Support Service Manager – HC
Maintenance Manager
Quality Coordinator Kun/Wyn Health Services

Positions under direct supervision:		← Other positions under control:	
Position No	Title	Category	Number
100035	Clinical Nurse – Multiple		
100059	Aboriginal Liaison Officer		
100094	Registered Nurse		
100100	Enrolled Nurse		
100150	Clinical Nurse		
200512	Clinical Nurse		
200514	Registered Nurse		
200515	Clinical Nurse		
200517	Clinical Nurse		
200519	Clinical Nurse		
200521	Enrolled Nurse		
200563	Aboriginal Liaison Officer		
200722	Clinical Nurse Midwife		
200727	Registered Nurse Midwife		
200728	Registered Nurse		
200729	Registered Nurse Midwife		
200731	Enrolled Nurse		
607991	Aboriginal Health Worker		
608053	Clinical Nurse		
608057	Clinical Nurse		
608058	Registered Nurse		
608059	Enrolled Nurse		
608060	PCA Aged Care		
608063	Casual PCA Aged Care		
613483	Sterilisation Technician – KNX		
614457	Clinical Nurse		
615165	Registered Nurse-Graduate		
615168	Clinical Nurse		
615274	Registered Nurse		
615275	Registered Nurse		

Section 3 - KEY RESPONSIBILITIES

To provide professional nursing leadership and clinical management ensuring best practice, quality cost effective patient care in a rural health facility.

WA Country Health Service

4 January 2018

REGISTERED

TITLE	Clinical Nurse Manager	POSITION NO	100028
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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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

WA Country Health Service

4 January 2018

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OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	CONTINUUM OF CARE		20
1.1	Demonstrates advanced clinical skills and acts as a clinical resource for nursing staff.		
1.2	Ensures the delivery of high standards of patient care and supervises complex patient care.		
1.3	Collaborates with multi-disciplinary team to ensure individual patient needs are met and continuity of care is maintained through effective discharge/transfer planning.		
2	LEADERSHIP AND MANAGEMENT		50
2.1	Effectively plans, manages and evaluates Unit Services to achieve organisational goals.		
2.2	Coordinates and participates in development, promotion, evaluation and maintenance of standards of practice/guidelines/policies with the multi-disciplinary team.		
2.3	Communicates effectively and efficiently with all team members.		
2.4	Collects and interprets relevant information and statistical data to support program development and evaluation.		
2.5	Accepts responsibility for a portfolio with a hospital wide mandate as appropriate and will carry out other duties as requested.		
2.6	Assists in preparation of the nursing budget and management of financial and material resources.		
2.7	Supports the Kununurra Senior Management Team in meeting the agreed objectives of the Nursing Business Plan.		
2.8	Promotes understanding of the legislative acts relevant to Nursing.		
2.9	Participates in health service committees as requested.		
3	HUMAN RESOURCE MANAGEMENT		10
3.1	Coordinates human resources for the service unit in alignment with patient activity/acuity requirements, ensuring adequate staffing levels.		
3.2	Manages performance management and development of nursing staff in alignment with clinical skills requirements and assumes responsibility for own professional development and initiates own performance management.		
3.3	Participates in recruitment processes and creates a positive, supportive environment for staff.		
3.4	Contributes to the development and implementation of orientation, in-service and professional development.		
4	INFORMATION MANAGEMENT		5
4.1	Ensures all documentation complies with National Safety and Quality Health Standards and provides an accurate medico-legally sound record of each care episode.		
4.2	Assists with data collection and provision of data analysis and provides reports as required.		
5	SAFE PRACTICE AND THE ENVIRONMENT		10
5.1	Ensures attendance of staff at all compulsory programs and annual updates in line with WACHS Kimberley policies.		
5.2	Ensure that the process of risk management forms an integral part of the unit management.		
5.3	Participates in the overall continuous quality improvement program.		
6	OTHER		5
6.1	Other duties as directed by Line Manager or delegate.		

The occupant of this position will be expected to comply with the 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 through 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 ability to provide effective nursing leadership and advanced clinical skills in an environment of change and evolution of service delivery.
3. Demonstrated experience in the coordination of human, physical and financial resources for the delivery of cost effective quality nursing care.
4. Understanding of continuous quality improvement programs and risk management.
5. Well-developed communication and interpersonal skills including conflict resolution and negotiation skills.
6. Current C class driver's licence and an ability and willingness to travel across region.
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.

DESIRABLE:

1. Possession of or progression toward post-graduate qualification in Nursing Management or related field of study.
2. Previous experience in isolated areas and a multicultural health care environment.

Section 6 – APPOINTMENT FACTORS

Location	Kununurra	Accommodation	As per WACHS Kimberley Accommodation Policy
Allowances/ Appointment Conditions	<p>Appointment is subject to:</p> <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 Criminal Record Screening clearance and Working With Children Check (WWCC) • This position is subject to a successful Aged Care Criminal Record Screening. • Successful Pre- Placement Health Screening clearance • Evidence of current C class Drivers Licence <p>Allowances include:</p> <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable • Air Conditioning Subsidy as applicable • Additional week Northwest Leave 		
Specialised equipment operated			

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
Kununurra, Wyndham and Halls Creek Health Services

Signature and Date: ____/____/____
Regional Director
WACHS Kimberley

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