



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Clinical Nurse

Nurses & Midwives Agreement: Level 2

Position Number: 008263

**Occupational Safety and Health / Workforce / Business and Performance
North Metropolitan Health Service**

Reporting Relationships

Director Occupational Safety and Health

Award Level: MP Year 1-9

Position Number: 002102



Clinical Nurse Specialist (OSH)

Award Level: RN SRN Level 2

Position Number: 003953



This Position



Also reporting to this supervisor:

- CN level 2 (0.9 FTE), Position No: 005994

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

Undertakes pre-employment health assessments for North Metropolitan Health Service (Sir Charles Gairdner Hospital [SCGH], Osborne Park Hospital, Women and Newborn Health Service) and designated areas, assess staff vaccination status, provide vaccinations, provide Mantoux screening clinics for staff, provide triage and follow up for Health Care Worker (HCW) Blood and Body Substance Exposure (BBSE) Program within SCGH in accordance with existing protocols, and participate in OSH related duties.

Brief Summary of Duties (in order of importance)

1. Pre-employment Health Assessments

- 1.1. Timely and effective Pre-employment health assessments (PEHA) and vaccination screening of staff; and liaising with new employees, management and medical/ health practitioners and stakeholders (including HSS). Key elements include:
 - Pre-employment health assessment specific to proposed job description
 - Appropriate vaccinations, screening and related correspondence
 - Data entry onto database (for example OSH@work)
 - Saving related documentation electronically and 'hard copies' saved

2. Staff Screening and Vaccinations

- 2.1. Provide Blood and Body Substance Exposure (BBSE) services with timely response with the injured HCW in accordance with protocols and Health Department Operational Directives. Including initial triage consultation and counselling as appropriate, arrangement of appropriate prophylaxis, undertaking serology follow-up and correspondence including liaising with pathology services, medical staff, and other relevant parties. (Requirement to carry '53' pager and respond to pages in a timely fashion.)
- 2.2. Stock & maintain treatment room including:
 - Ordering of vaccines, etc. as required
 - Maintenance of treatment room dressing cupboard
 - Checking and restocking emergency equipment monthly
- 2.3. Undertake staff vaccination clinic on a daily basis.
- 2.4. Participate in the Mantoux screening on clinic days (2 days a week).
- 2.5. Assist with annual Flu Vaccination Campaign.

3. Other Occupational Safety and Health Programs

- 3.1. Undertake staff referrals to appropriate department as required, including immunology, dermatology and respiratory medicine.
- 3.2. Provide a comprehensive hand care service for prevention of latex allergies and dermatitis of HCWs.
- 3.3. Other duties including nurse health assessments, health surveillance, education and training, OSH projects and investigations, OSH liaison duties etc. as directed.

4. NMHS Governance, Safety and Quality Requirements

- 4.1. Participates in the maintenance of a safe work environment.
- 4.2. 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.
- 4.3. Completes mandatory training and maintains immunisation certification as relevant to role.
- 4.4. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.5. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. 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. Certification or working towards a Department of Health Immunisation Certification (or equivalent).
3. Demonstrated knowledge of occupational infection risks and application of immunisation programs in the health care setting.
4. Demonstrated knowledge of relevant OSH legislation and ability to apply OSH principles.
5. Demonstrated analytical, organisational and time management skills including ability to work under time constraints without supervision.
6. Demonstrated high level communication (written and verbal) and interpersonal skills including negotiation and conflict resolution skills and the ability to escalate issues as appropriate.
7. Demonstrated ability to work effectively and collaboratively as a member of a team.
8. Ability to plan and conduct staff education sessions.
9. Demonstrated computer literacy.

Desirable Selection Criteria

1. Experience in hospital systems and protocols relating to BBSE, risk management and exposure processes.
2. Knowledge of the current edition of the Australian Immunisation Handbook.
3. Knowledge and experience in Occupational Health in hospitals.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
5. Member of relevant professional body (e.g. ANZSOM, ACIPC).

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- 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: