



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601633
Division:	Kalgoorlie Health Campus	Title:	Clinical Nurse Manager – General Medical
Branch:	Nursing Management	Classification:	RN SRN Level 3
Section:	Nursing	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager
	Classification:	HSO Level G11
	Position No:	607939



Responsible To	Title:	Nurse Coordinator - Inpatient
	Classification:	RN SRN Level 7
	Position No:	601074



This position	Title:	Clinical Nurse Manager – General Medical
	Classification:	RN SRN Level 3
	Position No:	601633



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title	
	601630 - Clinical Nurse Manager - Paediatrics
	601631 – Clinical Nurse Manager - Maternity
	601632 – Clinical Nurse Manager – General Surgical
	601077 – Clinical Nurse Manager – After Hours
	607964 – Clinical Nurse Manager – Patient Flow
	601616 – Registered Nurse (casual pool)
	601617 – Enrolled Nurse (casual pool)

Positions under direct supervision:	← Other positions under control:						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Position No.</th> <th style="width: 70%;">Title</th> </tr> </thead> <tbody> <tr> <td>601613</td> <td>Clinical Nurse</td> </tr> </tbody> </table>	Position No.	Title	601613	Clinical Nurse	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Number</th> </tr> </thead> <tbody> </tbody> </table>	Category	Number
Position No.	Title						
601613	Clinical Nurse						
Category	Number						

Section 3 – KEY RESPONSIBILITIES

Provide advanced clinical patient care and managerial leadership through specialised knowledge in area of nursing at Kalgoorlie Health Campus.
 Provide advanced clinical knowledge and support to promote the delivery of best – practice, evidenced – based nursing care according to standards of practice in nursing at Kalgoorlie Health Campus.

**WA Country Health Service –
 GOLDFIELDS**

5 September 2018

**REGISTERED
 Job Description Form**

TITLE	Clinical Nurse Manager – General Medical	POSITION NO	601633
		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, Indigenous 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.

<p>WA Country Health Service – GOLDFIELDS</p> <p>5 September 2018</p> <p>REGISTERED Job Description Form</p>

TITLE	Clinical Nurse Manager – General Medical	POSITION NO	601633
		CLASSIFICATION	RN SRN Level 3

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.	Lead and manage a multi-disciplinary nursing team in the delivery of quality care.	D	
2.	Provide clinical leadership & consultancy to nursing, medical and allied health care professionals, and providers in the areas of nursing within the medical services unit.	D	
3.	Provides leadership in the coordination and implementation of clinical governance activities.	D	
4.	Participates in a multidisciplinary team approach to decision making on matters pertaining to patient care.	D	
5.	Maintain excellence in interpersonal and communication skills and the use of leadership to guide appropriate patient/client care and/or service delivery.	D	
6.	Develop, implement and promote evidenced based standards and policies that are compliant with relevant professional, industrial and legislative requirements, which influence patient/client care.	R	
7.	Actively participates in the nursing management team by: <ul style="list-style-type: none"> • Developing policies • Providing expert advice • Planning • Facilitating change • Initiating and facilitating educational sessions for nursing staff. 	D	
8.	Develop innovative techniques for complex problem solving for relevant function and specialty within the health service.	R	
9.	Participates in the recruitment and selection process of new staff and liaise with the Nurse Manager Personnel in regard to staffing requirements.	R	
10.	Responsible for the rostering of unit staff.	R	
11.	Responsible for equipment acquisition and maintenance.	D	
12.	Performance Management of subordinate staff, participating with negotiation and mediation as required.	D	
13.	Supports and/or initiates reforms designed to improve productivity, realise efficiencies, benchmarks and best practice.	R	
14.	Demonstrates ethical behaviour and accepts accountability for own practice.	R	
15.	Works within governing legislation and Kalgoorlie Regional Hospital policies and procedures.	D	
16.	Undertakes other appropriate responsibilities as allocated by the Nurse Coordinator.	R	
17.	Actively participates in the delivery of Clinical Care composing of at least 50% of rostered contracted hours.	D	
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.			



TITLE	Clinical Nurse Manager – General Medical	POSITION NO	601633
		CLASSIFICATION	RN SRN Level 3

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrate advanced clinical practice in a related position.
3. Demonstrate interpersonal, and a high level of verbal and written communication skills with the ability to promote a team environment.
4. Demonstrate the ability to manage, problem solve and operate within a multidisciplinary approach.
5. Demonstrate the ability to initiate and participate in clinical governance activities.
6. Demonstrate the ability to initiate and participate in the performance management of nursing staff.
7. Demonstrate experience in the management of human, physical and material resources.
8. Demonstrate current knowledge of Equal Employment Opportunity, Public Sector Standards and Occupational Safety & Health principles.

DESIRABLE

1. Possession of or working toward post – graduate qualification in a related position.
2. Demonstrate knowledge of industrial relations, i.e. Awards and grievance procedures.
3. Demonstrate knowledge of Disability Services-Awareness of access to health services that affect the clients.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <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 • This position is subject to a successful Criminal Record Screening and a Working with Children (WWC) Check • Successful Pre- Placement Health Screening clearance Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated	Basic computer literacy: Excel, Windows, PowerPoint.		

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

Signature and Date: ____/____/____
Regional Director

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

