



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title Clinical Nurse Manager		Special Conditions
Effective Date July 2012	Position Number Generic	Level SRN Level 4
Division OMPD	Directorate Health Services	Branch Clinical Services

Divisional Outcomes

To reduce re-offending, protect the community and direct offenders towards the adoption of law-abiding lifestyles.

- Custody and containment.
- Care and well being.
- Reparation.
- Rehabilitation and reintegration.

Directorate Outputs

Health Services provides a comprehensive range of health care services at a standard comparable with that available to the general community, and commensurate with a duty of care and safe custody.

Branch Outputs

Nursing staff provide for the care and well being of clients, as provided in Health Services outputs and standards. Nursing staff practice in accordance with Australian Nursing and Midwifery Council (ANMC) National Competency Standards to provide a comprehensive range of nursing services, which meet the needs of the client base.

Role of the Position

The role is responsible for the delivery of health services within the prison, maintaining clinical standards and ensuring quality of care. The Clinical Nurse Manager is responsible for the effective and efficient overall management of the health centre. The incumbent contributes as a member of the senior management team of the prison.

The Clinical Nurse Manager will manage health services within and external to their Health Centre. These roles will either manage more than one health centre, or where required, assume a statewide leadership role in a specialty or specific area of practice in addition to managing their health centre.

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Responsibilities of this Position

This position manages more than one health centre or function **AND/OR** assumes a central role in the development of policy and practice in a given service area. This job description is applicable to the Clinical Nurse Manager role at the following locations:

- Albany Regional Prison – also overseeing Pardelup Regional Prison health services,
- Bandyup Women's Prison – also overseeing Boronia Pre-release Centre health services and influencing statewide clinical practice in the care of women prisoners,
- Casuarina Prison – also overseeing the Infirmary and influencing statewide clinical practice in care of infirmed prisoners,
- Hakea Prison – also influencing statewide clinical practice in patient assessments, and
- Rangeview Remand Centre – also overseeing Banksia Hill Detention Centre health service, and influencing statewide clinical practice in the health care of juvenile detainees.

Leadership and Management

- Assumes a lead role and influences statewide clinical practice in specialty or service area as applicable.
- Leads and manages the health centre team.
- Manages health centre resources, meeting all accountability and reporting requirements.
- Provides input to policy development relating to the diverse health needs of prisoners. Implements policy.
- Participates as a member of the management team of the prison.

Clinical Services

- Provides clinical leadership to nursing, medical and allied healthcare professionals.
- Monitors and evaluates practice to ensure that clinical governance requirements for nursing are met.
- As an expert clinician and mentor, provides advice to nursing staff within and external to the Health Centre.
- Delivers safe and effective assessment and primary health care services.
- Undertakes projects to improve clinical services.
- Works proactively to promote healthy relationships within the prison.
- Works with other staff and prisoners to develop, promote and implement programs to improve the health and well-being of prisoners.

Relationship Management

- Establishes and maintains relationships with prison management. Attends prison management meetings as part of the prison consultation process. Eg: OSH Committee, Prison De-brief.
- Collaborates with custodial staff, negotiating where necessary to meet the health needs of patients.
- Investigates and resolves issues, complaints and grievances from staff and patients as required.
- Identifies and develops strategies to address the cultural requirements of prisoners.

Professional Development

- Maintains a commitment to personal and professional development.
- Acts as preceptor for trainee nurses as required.
- Implements, coordinates and monitors the Performance and Development of subordinate staff and reports on assessment tools and individual development plans.

Ethical Behaviour.

- Demonstrates and manages ethical behaviour, high professional standards and compliance with the Departments Code of Conduct and policies.

Equity, Diversity and Occupational Safety and Health

- Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace.

Other

- Other duties as directed

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Eligibility for registration as a Registered Nurse with the Nurses & Midwives Board of Western Australia.	
2. Skills and Experience in Senior Level Clinical Nursing Practice	Application of extensive experience and advanced skills in delivering a primary health care service. Contributing clinical expertise as a leader and member of a multidisciplinary health care team in an acute or high activity setting. Understanding and applying the principles of Clinical Governance. Managing quality clinical care across disciplines.
3. Leadership Skills.	Leading a large team of health professionals. Mentoring and supporting others. Identifying strategies to develop the performance management of staff and meet learning requirements. Setting direction and strategic planning.
4. Resource Management Skills	Managing human, financial and physical resources. Understanding and applying relevant legislation, industrial awards and agreements, policy and governing instruments.
5. Knowledge of legislation and policy as relevant to nursing, health care and areas of specialty.	Understanding and applying relevant legislation, policies, codes and other instruments in the workplace.
6. Communication and Interpersonal Skills.	Developing and maintaining professional workplace relationships.
7. Skills and experience working with culturally diverse clients.	Leading and delivering culturally appropriate service to clients. Adapting service delivery to diverse client needs.
8. Ability to manage ethical behaviour	Demonstrating and managing ethical behaviour and high professional standards in accordance with relevant standards, values and policies. This includes, Equal Opportunity, Occupational Health and Safety, and disability services.
Desirable	
9. Post graduate qualification in nursing, management or related disciplines	
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(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).	

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Reporting Relationships

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graph TD
    A["Title  
Director Health Services  
Classification  
Level 24"] -- "Responsible to" --> B["Title  
Deputy Director Nursing  
Classification  
SRN 10"]
    B -- "Responsible to" --> C["This office"]
    B -- "Other offices reporting to this office" --> D["Title and classification  
  
Clinical Nurse Managers (Various)"]
    D -- "Offices under direct responsibility" --> E["Title  
Various  
Classification  
  
Number of FTEs supervised and controlled  
"]
  
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The diagram illustrates the organizational structure of the Department of Health Services. At the top is the Director Health Services (Level 24). Reporting to the Director is the Deputy Director Nursing (SRN 10). The Deputy Director Nursing is responsible for 'This office' and also oversees other offices reporting to this office, which include Clinical Nurse Managers (Various). These Clinical Nurse Managers are further responsible for various offices under their direct supervision, which are listed in a table at the bottom.

Offices under direct responsibility		
Title	Classification	Number of FTEs supervised and controlled
Various		

Location and Accommodation

Location
Accommodation

Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.

Certification

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

Delegated Authority Approval

Signature	
Date	/ /