



North Metropolitan Health Service
Job Description Form

HSS Registered May 2018

Clinical Nurse

Nurses and Midwives Agreement: Level 2

Position Number: 005306

North Metropolitan Public Health Humanitarian Entrant Health Service

Reporting Relationships

Director Public Health
Position Number: 007238



Clinical Nurse Manager – Public Health
RN SRN Level 4
Position Number: 005304



This Position



← Also reporting to this supervisor:

- Area Manager
- Administration Coordinator
- Personal Assistant
- Clinical Nurse Specialist – Public Health (007421, 007420)
- Clinical Nurse WATBCP (4.0 FTE, 005305)
- Clinic Nurse
- Public Health Nurse (006071, 006072)

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

- Nil

Prime Function / Key Responsibilities

Assists in assessing health status of humanitarian entrants (refugees) referred to the Humanitarian Entrant Health Service to detect communicable diseases and potential health problems and plans appropriate health care in liaison with other health professionals. Liaise with Primary Health Care to ensure ongoing health needs of the clients are met. Provide health education to clients and other health services around humanitarian entrant health issues.

Brief Summary of Duties (in order of importance)

1. Provides holistic nursing services, health promotion and education to refugees consistent with Primary Health Care Philosophy.
2. Assesses specific needs of client/family and documents information.
3. Carries out screening for communicable diseases and public health problems and provides treatment as required in accordance with current Humanitarian Entrant Health Service policy.
4. Provides health education, related to disease process, treatment, infection control and other relevant issues for clients.
5. Assists in the management of the day-to-day activities of the Humanitarian Entrant Health Service.
6. Manages and maintains clinical facilities, equipment, supplies, computer database, records and statistics.
7. Liaises with other health care agencies to ensure adequate and appropriate treatment is provided state wide.
8. Participates in developing, mentoring and evaluating policies, procedures and standards related to Refugee Health Management.
9. Participates in the education of health professionals and students assigned to the Humanitarian Entrant Health Service.
10. Maintains professional knowledge and skills related to refugee health, communicable diseases/immunisation, trauma and torture.
11. Provides leave relief, assists during periods of high activity, for nursing staff within Tuberculosis Control Unit.
12. Carries out other duties as required.
13. **NMHS Governance, Safety and Quality Requirements**
 - 13.1 Participates in the maintenance of a safe work environment.
 - 13.2 Participates in an annual performance development review.
 - 13.3 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.
 - 13.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 13.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 13.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
14. **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. Knowledge of the prevention and control of communicable diseases.
3. Good interpersonal, verbal and written communication skills including negotiation skills.
4. Understanding of the cultural issues and health problems faced by refugees.
5. Hold or working towards WA Immunisation certificate or equivalent.
6. Ability to function independently or in a team.
7. Current "C" or "C.A." class driver's licence.

Desirable Selection Criteria

1. Relevant postgraduate qualifications in the area of public health, refugee health or equivalent.
2. Experience in community or public health and delivery of community based education programs.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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.
- Current "C" or "C.A." class driver's licence.
- 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: