



# Job Description Form

## Clinical Nurse Manager

### Health Services

#### Position details

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Classification Level: Senior Registered Nurse SRN 3

Award/Agreement: Department of Justice Registered Nurses (ANF) Industrial Agreement 2018

Position Status: Permanent

Organisation Unit: Community Corrections, Health and Offender Management, Health Services

Physical Location: Various

#### Reporting relationships

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Responsible to: Coordinator of Nursing – SRN Level 7

**This position: Clinical Nurse Manager – SRN Level 3**

Direct reports: Various

#### Overview of the position

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The Health Services Branch provides a range of primary care services across WA to patients in custody. Services encompass interventions to identify and manage acute and chronic conditions (diabetes, cardiovascular disease, kidney disease, asthma); infectious diseases; sexually transmissible diseases and blood borne viruses; mental health and alcohol and drug addiction services and referral to specialist and tertiary services. Population focussed health improvement initiatives are also provided including health protection; disease prevention; infection control; communicable disease outbreak management; and immunisation.

The Health Services Branch ensures that clinical effectiveness, consumer focus and quality improvement are embedded to assist Department of Justice provide high quality, cost effective, safe and patient centred care.

The Clinical Nurse Manager (CNM) is responsible for the delivery of health services within the prison, maintaining clinical standards and ensuring quality of care. The CNM 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.

This job description is applicable for the CNM role at Broome Regional Prison, Bunbury Regional Prison, Eastern Goldfields Regional Prison, Greenough Regional Prison, Karnet Prison Farm, Roebourne Regional Prison, West Kimberley Regional Prison, Wandoo Rehabilitation Prison and Wooroloo Prison Farm.

## **Job description**

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As part of the Health Services team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

## **Role specific responsibilities**

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### **Leadership and Management:**

- 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.
- Acts as an expert clinician and mentor, provides advice to nursing staff within 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. e.g.: 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:**

- Accountable for maintaining relevant skills and competence.
- Acts as a resource to others.
- Development of competencies through mentoring and coaching.

### **Quality Improvement:**

- Maintains a commitment to personal and professional development.
- Acts as preceptor for junior or student nurses as required.
- Implements, coordinates and monitors the performance and development needs of subordinate staff.

### **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 and behaves and manages staff in accordance with relevant standards, values and policies.

### **Other:**

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

### **Achieve Results**

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

### **Communicates and Influences Effectively**

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

