



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

		Position No:	100035
Division:	Kimberley	Title:	Clinical Nurse Home Care Services
Branch:	Kununurra, Wyndham and Halls Creek Health Services	Classification:	RNM Level 2
Section:	Nursing Services	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"> <tr><td>Title:</td><td>Director of Nursing</td></tr> <tr><td>Classification:</td><td>RNM SRN Level 8</td></tr> <tr><td>Position No:</td><td>100027</td></tr> </table>	Title:	Director of Nursing	Classification:	RNM SRN Level 8	Position No:	100027
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OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
Clinical Nurse (Generalist, Ward, Theatre & ED) – Multiple
Registered Nurse (Ward & Aged Care) – Multiple
Enrolled Nurse (Outpatients, Ward & Aged Care)
Aboriginal Liaison Officer – Multiple
Clinical Nurse Midwife – Multiple
Registered Nurse Midwife – Multiple
Casual Registered Nurse – Multiple
Casual Registered Nurse Midwife
Aboriginal Health Worker
Sterilisation Technician
New Graduate Registered Nurse - Multiple

Positions under direct supervision:	← Other positions under control:								
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Section 3 – KEY RESPONSIBILITIES

<p>Provide a proactive Home Care Nursing Service to support discharged hospital and OVAHS patients within the community and encourage their independence.</p> <p>Lead the early discharge planning of complex patients for OVAHS and Kununurra District Hospital</p> <p>Provide leadership and professional support within Kununurra District Hospital and liaise with outside service providers to ensure holistic care.</p>

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		CLASSIFICATION	RNM Level 2



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, Aboriginal 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.

WA Country Health Service
13 OCT 2016
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Section 4 – STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	Continuum of Care		25
1.1	Demonstrates and delivers advanced clinical skills with a high level of competence	D	
1.2	Applies specialist knowledge / skills in collaboration with interdisciplinary team, to facilitate early discharge planning in a culturally appropriate manner	D	
1.3	Works collaboratively with OVAHS and community providers to optimise client outcomes	D	
1.4	Acts as a liaison between other service providers in wound management	D	
1.5	Performs the functions of a registered nurse by delivering individualised competent nursing care to a selected group of home care patients with a focus on education and self-management	D	
1.6	Establishes a maintenance programme for oxygen concentrators within the community and acts as a resource as required	R	
1.7	Maintains and advances own nursing knowledge and skills	D	
2	Leadership and management and Human Resource Management		25
2.1	Leads the planning and facilitation of home care nursing activities in collaboration with the interdisciplinary team	D	
2.2	Establishes networks with 'like services' for collegial support	R	
2.3	Demonstrates an advanced level of communication	D	
2.4	Effectively utilises human and material resources	D	
2.5	Has an awareness of financial management	O	
2.6	Actively participates in unit and individual performance management	D	
2.7	Demonstrates leadership and provides support to team members	D	
2.8	Liaises with Clinical Nurse Manager in regard to appropriate leave relief to maintain home care service	D	
2.9	Participates in all mandatory clinical training and performance development processes	D	
3	Safe Practices and Environment		20
3.1	Attends annual updates for CPR, Occupational Safety and Health, Manual Handling, Fire and Safety, and all other required mandatory training	A	
3.2	Liaises with Staff Development Nurse and Clinical Nurse Manager with identification of training needs and participates in developing educational programmes both locally and regionally	R	
3.3	Monitors and reviews incident, accidents and error reports and faulty equipment with Clinical Nurse Manager and other appropriate staff	R	
3.4	Promotes an understanding of the Legislation in regards to the control of drugs, EEO legislation, Occupational Safety and Health standards and Industrial Awards relevant to nursing		
3.5	Compliance with WACHS Working Alone Policy		
4	Improving Performance and Quality		25
4.1	Promotes positive client focus through the health service and community	D	
4.2	Promotes and participates in health service continuing quality improvement within Kununurra District Hospital	R	
4.3	Develops specific orientation programme for relief of position and participates in orientation for new staff	R	
4.4	Participates and promotes understanding of the accreditation process	R	
4.5	Participates, promotes and evaluates quality of patient care against clinical care standards	R	
5	Other		5
5.1	Other duties as requested by the Director of Nursing or their delegate		

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.

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia..
2. Demonstrated advanced nursing practice, within the home care environment
3. Demonstrated advanced skills in planning, coordination and decision making within the relevant practice setting
4. Demonstrated ability to work independently and within a multidisciplinary team
5. Highly developed communication (written and verbal) and interpersonal skills
6. Demonstrated well-developed team leadership and management skills
7. Demonstrated ability to continually improve quality of care within practice
8. Current C class driver's licence and an ability and willingness to travel.

DESIRABLE

1. Knowledge of current health issues in remote areas, including indigenous
2. Possession of or progression towards appropriate post-graduate qualifications
3. Demonstrated computer skills including spreadsheet management.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Kununurra	Accommodation	As per WACHS Kimberley Accommodation Policy
Allowances/ Appointment Conditions	<p>Appointment is subject to:</p> <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 • Successful Criminal Record Screening clearance and Working With Children Check (WWCC) • Successful Pre- Placement Health Screening clearance • Evidence of current C class driving licence. <p>Allowances include:</p> <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable • Air-conditioning subsidy as applicable • Additional week Northwest Leave 		
Specialised equipment operated	Clinical equipment relevant to the practice area		

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
Kununurra, Wyndham & Halls Creek Health Services

Signature and Date: ____/____/____

Regional Director
WACHS Kimberley

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

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