



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Service - Midwest</b>		<b>Position No:</b>	605303
<b>Division:</b>	Midwest	<b>Title:</b>	<b>Registered Nurse</b>
<b>Branch:</b>	Dongara Health Service	<b>Classification:</b>	RN Level 1
<b>Section:</b>		<b>Award/Agreement</b>	WA Health System – ANF – RNs, Midwives, EN (Mental Health) and EN (Mothercraft) Industrial Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Director of Nursing and Midwifery Health Service Manager
	<b>Classification:</b>	SRN Level 6
	<b>Position No:</b>	604863
		↑
<b>Responsible To</b>	<b>Title:</b>	Nurse Manager
	<b>Classification:</b>	SRN Level 3
	<b>Position No:</b>	605233
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<b>This position</b>	<b>Title:</b>	<b>Registered Nurse</b>
	<b>Classification:</b>	RN Level 1
	<b>Position No:</b>	605303

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
Activities Coordinator
Enrolled Nurse
Administrative Assistants
Administrative/Personal Assistant
Clinical Nurse
HACC Coordinator/Hotel Services Manager
Activities Assistant
Home Help
Personal Care Aide
Cook

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>		
Position No.	Title	Category	Number

### Section 3 – KEY RESPONSIBILITIES

Provides triage and emergency services to persons presenting to Dongara Health Centre. Assesses, plans, implements and evaluates nursing care for clients and residents.

WA Country Health Service –  
Midwest  
  
21 April 2017  
  
**REGISTERED**

TITLE	Registered Nurse	POSITION NO	605303
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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**

Working together for a healthier country WA

**WHAT WE STAND FOR**

***A fair share for country health*** – securing a fair share of resources and being accountable for their use.

***Service delivery according to need*** – Improving access based on need and improving health outcomes.

***Closing the gap to improve Aboriginal health*** – Improving the health of Aboriginal people.

***Workforce stability and excellence*** – Building a skilled workforce and a supportive workplace.

**OUR VALUES**

***Community*** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

***Compassion*** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

***Quality*** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

***Integrity*** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

***Justice*** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.



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**Section 4 – STATEMENT OF DUTIES**

Duty No.	Details	Freq.	%
<b>1.0</b>	<b>CLINICAL PRACTICE</b>	D	100
1.1	Utilises a problem solving approach to client care.	D	
1.2	Assesses all clients prior to planning, implementing and evaluating nursing care.	D	
1.3	Develops holistic care plans based on clients' needs.	D	
1.4	Documents assessments, progress reports and outcomes using the DAP format.	D	
1.5	Implements triage scores in accordance with the National Triage Score and refers to the appropriate service.	D	
1.6	Communicates essential information to other health professionals with regard to client care.	D	
1.7	Performs basic medical imaging procedures as required.	D	
1.8	Provides care using a Health promoting healthy hospitals and community framework.		
<b>2.0</b>	<b>CLINICAL MANAGEMENT</b>		
2.1	Co-ordinates care that is client-centred and effective.	D	
2.2	Practises independently but refers to or seeks assistance from others if uncertain.	R	
2.3	Ensures own nursing practice utilises resources efficiently and cost effectively.	D	
2.4	Participates in occupational safety and health programs including hazard identification and reporting.	R	
2.5	Promotes a safe working environment at all times.	D	
<b>3.0</b>	<b>PROFESSIONAL DEVELOPMENT</b>		
3.1	Ensures maintenance of own mandatory skills and competencies.		
3.2	Participates in workshops and seminars.	R	
3.3	Participates in performance management process.	R	
3.4	Identifies and develops objectives for self-development.	R	
<b>4.0</b>	<b>OTHER</b>	R	
4.1	Other duties as directed by the Health Service Manager.	O	
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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**

- Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
- Demonstrated assessment skills with clinical expertise.
- Demonstrated effective interpersonal and communication (written and oral) skills.
- Knowledge of legislation pertinent to nursing practise.
- Commitment to quality improvement.

**DESIRABLE**

- Experience in accident and emergency nursing care/advance life support.
- X-Ray operator's certificate.
- Immunisation Certificate.
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Dongara	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Evidence of current Working with Children check</li> <li>• Evidence of current Aged Care check</li> <li>• Successful Pre- Placement Health Screening clearance</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance</li> </ul>		
<b>Specialised equipment operated</b>			

**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:  
**Manager**

WA Country Health Service – Midwest  <b>21 April 2017</b>  <b>REGISTERED</b>
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Signature and Date:  
**Regional Director**

WA Country Health Service – Midwest  <b>21 April 2017</b>  <b>REGISTERED</b>
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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

WA Country Health Service – Midwest  <b>21 April 2017</b>  <b>REGISTERED</b>
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