



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>Goldfields</b>		<b>Position No:</b>	607964
<b>Division:</b>	Operations	<b>Title:</b>	Clinical Nurse Manager – Patient Flow
<b>Branch:</b>	Kalgoorlie Health Campus	<b>Classification:</b>	RN SRN Level 2
<b>Section:</b>	Nursing Services	<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>	Operations Manager
	<b>Classification:</b>	HSO Level G11
	<b>Position No:</b>	607939



<b>Responsible To</b>	<b>Title:</b>	Nursing Coordinator (Inpatient)
	<b>Classification:</b>	RN SRN Level 7
	<b>Position No:</b>	601074



<b>This position</b>	<b>Title:</b>	<b>Clinical Nurse Manager – Patient Flow</b>
	<b>Classification:</b>	<b>RN SRN Level 2</b>
	<b>Position No:</b>	<b>607964</b>



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

<b>Title</b>
601077 – Clinical Nurse Manager – After Hours
601630 – Clinical Nurse Manager - Paediatrics
601631 – Clinical Nurse Manager - Maternity
601632 – Clinical Nurse Manager – General Surgical
601633 – Clinical Nurse Manager General Medical



<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Position No.	Title			<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
Position No.	Title								
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### Section 3 – KEY RESPONSIBILITIES

Facilitates the continuum of care through enhanced discharge planning using a multidisciplinary approach.

**WA Country Health Service –  
 GOLDFIELDS**  
 30 May 2017  
 REGISTERED  
 Job Description Form

TITLE	Clinical Nurse Manager – Patient Flow	POSITION NO	607964
		CLASSIFICATION	RN SRN 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, Indigenous 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.

<p>WA Country Health Service – GOLDFIELDS</p> <p>30 May 2017</p> <p>REGISTERED Job Description Form</p>
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<b>TITLE</b>	<b>Clinical Nurse Manager – Patient Flow</b>	<b>POSITION NO</b>	607964
		<b>CLASSIFICATION</b>	RN SRN Level 2

**Section 4 – STATEMENT OF DUTIES**

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>CLINICAL</b>		<b>100</b>
1.1	Coordinates a multidisciplinary approach to discharge planning to provide continuity of patient care between Kalgoorlie Health Campus, GP, Allied Health and community agencies.		
1.2	Identifies at risk clients and implements early discharge intervention.		
1.3	Coordinates bed allocation for all admissions whilst liaising with KH, GP, Clinical Nurse Managers, Nursing Coordinators and Infection Control Nurse, Perth Metropolitan Hospitals.		
1.4	Coordinates patient transfer to other health service providers to ensure an efficient and effective discharge service; liaising with Silver Chain for post acute care.		
1.5	Contributes to the achievement of the objectives of the organization through participation in relevant committees and project teams		
1.6	Liaise and collaborate with the Aged Care team, OPI Coordinator to facilitate the achievement of COAG goals.		
<b>2.0</b>	<b>LEADERSHIP &amp; MANAGEMENT</b>		
2.1	Identifies, researches and develops new initiatives to facilitate improved bed management.		
2.2	Identifies and coordinates changes in patient classification of care.		
2.3	Demonstrates clinical knowledge regarding lengths of stay.		
2.4	Effectively utilises human and material resources.		
2.5	Demonstrates leadership and provides support to team members.		
2.6	Develops and updates annual Operational Plan for area of responsibility		
2.7	Provides management reports.		
2.8	Reviews Western Australian Department of Health policies for discharge planning and implements them at Kalgoorlie Health Campus.		
<b>3.0</b>	<b>PROFESSIONAL DEVELOPMENT</b>		
3.1	Sets personal goals and participates in own performance management.		
3.2	Accepts responsibility for own professional development through pursuit of further education.		
3.3	Collaborates with Work Force Development Unit in provision of education for new staff members in the process of discharge planning.		
3.4	Attend annual mandatory updates.		
<b>4.0</b>	<b>QUALITY</b>		
4.1	Identifies significant issues for continuous quality improvement and initiates quality activities to enhance discharge planning.		
4.2	Promotes positive customer focus services throughout the health service and community.		
4.3	Demonstrates knowledge of the ACHS EQulP Quality process		
<b>5.0</b>	<b>OTHER</b>		
5.1	Performs other relevant duties as directed by the Hospital Nursing Coordinator.		
	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

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrate knowledge and competency in discharge planning.
3. Demonstrate effective communication, negotiation and interpersonal skills.
4. Demonstrate ability to work as an independent practitioner and as part of a multidisciplinary team.
5. Demonstrate commitment to continuous quality improvement.
6. Demonstrate ability to utilise human and material resources
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery.
8. Understanding and respect for the needs of Aboriginal culture in providing effective health service delivery to Aboriginal people.

#### DESIRABLE

1. Possession of or progression towards a postgraduate qualification in relevant speciality.
2. Experience in ACHS EQulP quality processes.
3. Knowledge and practical skill in the application of information technology.

### Section 6 – APPOINTMENT FACTORS

<b>Location</b>	<b>Kalgoorlie</b>	<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>• Successful Pre- Placement Health Screening clearance</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> </ul>		
<b>Specialised equipment operated</b>		Personal Computer	

### 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**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**

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

