



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	615687
Division:	Kimberley	Title:	Clinical Nurse Manager
Branch:	Kununurra, Wyndham and Halls Creek Health Service	Classification:	SRN Level 3
Section:	Wyndham	Award/Agreement:	Nurses and Midwives Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible
to

Title:	Regional Director
Classification:	HSO Class 2
Position No:	200000



Responsible
to

Title:	Operations Manager
Classification:	HSO Level G11
Position No:	100000



This
position

Title:	Clinical Nurse Manager
Classification:	SRN Level 3
Position No:	615687



Other positions reporting directly to this position:

Title
Business Manager Kunununurra
Senior Medical Officer
Clinical Nurse Manager - Multiple
DoNM – Health Service Manager
Support Service Manager – HC
Maintenance Manager
Quality Coordinator Kun/Wyn Health Services

Positions under direct supervision:	← Other positions under control:														
<table><thead><tr><th>Position No</th><th>Title</th></tr></thead><tbody><tr><td>100059</td><td>Aboriginal Liaison Officer</td></tr><tr><td>100094</td><td>Registered Nurse</td></tr><tr><td>100100</td><td>Enrolled Nurse</td></tr><tr><td>100150</td><td>Clinical Nurse</td></tr><tr><td>615688</td><td>Clinical Nurse</td></tr></tbody></table>	Position No	Title	100059	Aboriginal Liaison Officer	100094	Registered Nurse	100100	Enrolled Nurse	100150	Clinical Nurse	615688	Clinical Nurse	<table><thead><tr><th>Category</th><th>Number</th></tr></thead><tbody></tbody></table>	Category	Number
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Section 3 - KEY RESPONSIBILITIES

To provide professional nursing leadership and clinical management ensuring best practice, quality cost effective patient care in a remote and rural health facility.

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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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving the experience of health care.
2. Valuing consumers, staff and partnerships.
3. Governance, performance and sustainable services.

OUR GUIDING PRINCIPLES

Consumers first in all we do.
Safe, high quality services and information at all times.
Care closer to home where safe and viable.
Evidence based services.
Partnerships and collaboration.

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

WA Country Health Service

01 August 2018

REGISTERED

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Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	CONTINUUM OF CARE		20
1.1	Demonstrates advanced clinical skills and acts as a clinical resource for nursing staff.		
1.2	Ensures the delivery of high standards of patient care and supervises complex patient care.		
1.3	Collaborates with multi-disciplinary team to ensure individual patient needs are met and continuity of care is maintained through effective discharge/transfer planning.		
2	LEADERSHIP AND MANAGEMENT		50
2.1	Effectively plans, manages and evaluates Unit Services to achieve organisational goals.		
2.2	Coordinates and participates in development, promotion, evaluation and maintenance of standards of practice/guidelines/policies with the multi-disciplinary team.		
2.3	Communicates effectively and efficiently with all team members.		
2.4	Collects and interprets relevant information and statistical data to support program development and evaluation.		
2.5	Accepts responsibility for a portfolio with a hospital wide mandate as appropriate and will carry out other duties as requested.		
2.6	Assists in preparation of the nursing budget and management of financial and material resources.		
2.7	Supports the East Kimberley Senior Management Team in meeting the agreed objectives of the Nursing Business Plan.		
2.8	Promotes understanding of the legislative acts relevant to Nursing.		
2.9	Participates in health service committees as requested.		
3	HUMAN RESOURCE MANAGEMENT		10
3.1	Coordinates human resources for the service unit in alignment with patient activity/acuity requirements, ensuring adequate staffing levels.		
3.2	Manages performance management and development of nursing staff in alignment with clinical skills requirements and assumes responsibility for own professional development and initiates own performance management.		
3.3	Participates in recruitment processes and creates a positive, supportive environment for staff.		
3.4	Contributes to the development and implementation of orientation, in-service and professional development.		
4	INFORMATION MANAGEMENT		5
4.1	Ensures all documentation complies with National Safety and Quality Health Standards and provides an accurate medico-legally sound record of each care episode.		
4.2	Assists with data collection and provision of data analysis and provides reports as required.		
5	SAFE PRACTICE AND THE ENVIRONMENT		10
5.1	Ensures attendance of staff at all compulsory programs and annual updates in line with WACHS Kimberley policies.		
5.2	Ensure that the process of risk management forms an integral part of the unit management.		
5.3	Participates in the overall continuous quality improvement program.		
6	OTHER		5
6.1	Other duties as directed by line manager 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 ability to provide effective nursing leadership and advanced clinical skills in a remote and rural environment of change and evolution of service delivery.
- 3 Demonstrated experience in the coordination of human, physical and financial resources for the delivery of cost effective quality nursing care.
- 4 Understanding of continuous quality improvement programs and risk management.
- 5 Well-developed communication and interpersonal skills including conflict resolution and negotiation skills.
- 6 Current C class driver's licence and an ability and willingness to travel across region.
- 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.

DESIRABLE:

- 1 Possession of or progression toward post-graduate qualification in Nursing Management or related field of study.
- 2 Previous experience in isolated areas and a multicultural health care environment.

Section 6 - APPOINTMENT FACTORS

Location	Wyndham	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	Appointment is subject to: <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 • This position is subject to a successful Criminal Record Screening and a Working with Children Check • Successful Pre- Placement Health Screening clearance • Evidence of current C Class driver's Licence Allowances include: <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			

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 and Halls Creek Health Service

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

WA Country Health Service

01 August 2018

REGISTERED