



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	607408
Division:	Wheatbelt	Title:	Registered Nurse
Branch:	Kununoppin Hospital	Classification:	RN Level 1
Section:	Nursing	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"><tr><td>Title:</td><td>Operations Manager Eastern</td></tr><tr><td>Classification:</td><td>HSO Level G-11</td></tr><tr><td>Position No:</td><td>607497</td></tr></table>	Title:	Operations Manager Eastern	Classification:	HSO Level G-11	Position No:	607497	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: <table border="1"><tr><td>Title</td></tr><tr><td>Clinical Nurse</td></tr><tr><td>Registered Nurse</td></tr><tr><td>Enrolled Nurse</td></tr><tr><td>Assistant in Nursing</td></tr><tr><td>Home & Community Care Workers</td></tr><tr><td>Community Care Coordinator</td></tr><tr><td>Administration Officer</td></tr><tr><td>Support Service Coordinator</td></tr><tr><td>Support Service Workers</td></tr></table>	Title	Clinical Nurse	Registered Nurse	Enrolled Nurse	Assistant in Nursing	Home & Community Care Workers	Community Care Coordinator	Administration Officer	Support Service Coordinator	Support Service Workers
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Positions under direct supervision:		Other positions under control:	
Position No.	Title	Category	Number
607410	Enrolled Nurse		
607413	Patient Care Assistant		
N/A	Students		

Section 3 – KEY RESPONSIBILITIES

The provision of competent nursing services to patients requiring emergency, general nursing and nursing home residential care in accordance with hospital policies, professional standards and statutory requirements

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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 health the experience of 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.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	<u>CLINICAL PRACTICE</u>		80
1.1	Performs at a professionally competent level in the areas of general medical and surgical nursing, accident and emergency, and nursing home patient care	D	
1.2	Demonstrates competence in clinical practice by delivering individualised patient care utilising a problem orientated approach to allocated patients	D	
1.3	Develops and documents an appropriate plan of nursing care to achieve optimal health, rehabilitation or a dignified death	D	
1.4	Communicates essential information to colleagues and other members of the health team in a timely and appropriate manner	D	
1.5	Arranges for patients to access specialised education programs or resource packages where appropriate	R	
1.6	Ensures that the patient and family/significant others are involved [where relevant], in patient care decisions and are made aware of patient progress and care including anticipated discharge dates and after care requirements	D	
1.7	Monitors nursing care provided by other nursing personnel and patient care assistants to ensure adherence to the patient's planned nursing care program and the achievements of planned outcomes, and to ensure that deviations from the expected are assessed and addressed in a timely manner.	D R D	
1.8	Acts as a professional role model for colleagues by practising ethically and in accordance with the agreed standards of the profession.	R	
1.9	Implements changes in hospital policy and/or nursing practises		
2.0	<u>NURSING MANAGEMENT</u>		5
2.1	Plans and facilitates allocated patient care to ensure the highest standard of care possible	D	
2.2	Adopts the role of shift co-ordinator when required	R	
2.3	Actively participates in ward and professional meetings to ensure a collegiate approach to patient management and nursing practice	M	
2.4	Evaluates nursing practises to ensure the most efficient and cost-effective use of resources in collaboration with the Clinical Nurses and DON/HSM	R	
2.5	Participates in multi-disciplinary patient care conferences		
2.6	Assess the quality of patient care against hospital policies, procedures, standards & nursing protocols in collaboration with Clinical Nurses and HSM/DON	O	
2.7	Promotes an understanding of Equal Opportunity Legislation, Occupational Safety & Health, Disability Service Act and Industrial Awards requirements	R	
3.0	<u>PROFESSIONAL DEVELOPMENT</u>		5
3.1	Maintains and develops professional knowledge and skills related to areas of clinical practice and responsibility	R	
3.2	Identifies areas where professional growth can occur and implements strategies to achieve this through participation in performance development of self and others, as allocated	A&R	
3.3	Assists and participates in educational activities relevant to areas of general nursing, accident and emergency and nursing home care for nurses and other health professionals and the community	R	
3.4	Actively participates in hospital committees as requested	M	
4.0	<u>QUALITY IMPROVEMENT & ACCREDITATION</u>		5
4.1	Promotes an understanding of the philosophy and benefits of quality improvement in all nursing and patient care practises	R	
4.2	Participates in the development, implementation and review of appropriate nursing quality improvement protocols & processes	R	
4.3	Participates in the ACHS EQUIP accreditation program	R	
4.4	Liaises with colleagues and nursing management in monitoring and reviewing nursing standards, policies and procedures	R	
5.0	<u>DEVELOPMENT & EVALUATION</u>		5
5.1	Sets realistic professional development goals and evaluates own performances	A&R	
5.2	Uses standards of practice to constructively assess the performance of self and others	R	
5.3	Participates in the performance development of colleagues as requested, in an ethical and supportive manner	R	
5.4	Initiates own performance development within the designated time frame	A	
The occupant of this position will be expected to comply with and demonstrate a positive commitment to a high level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Development, Customer Service, Disability Services and Confidentiality throughout the course of their duties.			

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Section 5 – WORK RELATED REQUIREMENTS

ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated competent nursing practice, within the relevant practice setting.
3. Demonstrated competence in planning, coordination and decision making in the management of patients, within the relevant practice setting.
4. Demonstrated ability to function as a team leader and team member.
5. Demonstrated effective communication (written and verbal) and interpersonal skills
6. Demonstrates incorporation of quality and risk management within practice.
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 towards an appropriate post-graduate qualification
2. Knowledge of current health issues and the organisational culture of rural health services.
3. Demonstrated computer skills.

OTHER FACTORS

This is a continuous shift rostering position and incumbents can be rostered on any shift on any day of the week in accordance with roster requirements and award provisions

Section 6 – APPOINTMENT FACTORS

Location	Kununoppin	Accommodation	As determined by WA Country Health Service and Wheatbelt policy.
Allowances/ Appointment Conditions	Appointment 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 • Successful Criminal Record Screening clearance • Working with Children Check • Successful Aged Care Check • Successful Pre- Placement Health Screening clearance 		
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:
Executive Services



Signature and Date:
Chief Executive Officer



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