



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	007054
Division:	Wheatbelt	Title:	Clinical Nurse Manager
Branch:	Southern	Classification:	RN SRN Level 3
Section:	Narrogin	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Operations Manager Classification: HSO G-11 Position No: 613282
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Responsible To	Title: Director of Nursing Health Service Manager Classification: RN SRN Level 5 Position No: 007051
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This position	Title: Clinical Nurse Manager Classification: RN SRN Level 3 Position No: 007054
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OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Clinical Manager Maternity Paeds,
Clinical Manager ED and Theatre,
Clinical Nurse – After Hours Coordinator
Clinical Nurse – Infection Control
Clinical Nurse – Cancer Support

Positions under direct supervision:	← Other positions under control:																
<table><tr><th>Position No.</th><th>Title</th></tr><tr><td></td><td>Clinical Nurse</td></tr><tr><td></td><td>Registered Nurse</td></tr><tr><td></td><td>Registered Nurse - Graduate</td></tr><tr><td></td><td>Enrolled Nurse</td></tr><tr><td></td><td>Assistant in Nursing</td></tr></table>	Position No.	Title		Clinical Nurse		Registered Nurse		Registered Nurse - Graduate		Enrolled Nurse		Assistant in Nursing	<table><tr><th>Category</th><th>Number</th></tr><tr><td></td><td></td></tr></table>	Category	Number		
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	Clinical Nurse																
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	Registered Nurse - Graduate																
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Section 3 – KEY RESPONSIBILITIES

Responsible for co-ordination and management of patient care. Act as team leader of the multi-disciplinary team and assume clinical/professional management responsibility for Acute Care, which includes Paediatrics, General Ward and Maternity Responsible for the day-to-day management of human, financial and material resources within designated areas.

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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	CLINICAL	D	30
1.1	Demonstrated advanced clinical skills and ability to supervise complex patient care in areas of medical, surgical and paediatric nursing to deliver a high standards of patient care.		
1.2	Acts as team leader/co-ordinator in a multi-disciplinary team to ensure individual patient needs are met and continuity of care is maintained.		
1.3	Acts as a clinical resource for nursing and multidisciplinary team and gives advice on clinical practice and clinical governance.		
1.4	Provides guidance and support to nursing staff to facilitate appropriate patient focus outcomes, ensures that National Standards, policies and procedures are adhered to.		
1.5	Ensure nursing services are provided in a manner which are culturally appropriate to people of indigenous and other culturally diverse backgrounds.		
1.6	To ensure high standards of documentation are maintained, to monitor patient's length of stay and that discharge planning occurs from the time of admission.		
1.7	Leads and supports a culture of quality services and continuous improvement including external accreditation.		
2.0	MANAGEMENT	D	30
2.1	Coordinate the performance management and development process for staff.		
2.2	Assists with the planning of clinical rotation, and leave for all nursing staff in consultation with Manager of Clinical Services.		
2.3	Reviews staffing requirements for relevant areas and initiates/participates in the Recruitment and Selection process with the Manager of Clinical Services.		
2.4	Oversees the planning, development, implementation and evaluation of clinical service activities in accordance with WACHS Strategic Plan Wheatbelt - Southern.		
2.5	Responsible for the efficient utilisation of human, financial and material resources for the area.		
2.6	Liaises with local government authorities, other government agencies and community groups in planning and delivery of health services within the Southern Wheatbelt Health Region.		
2.7	Initiate and facilitate grievance resolution and conflict management processes.		
3.0	COMMUNICATIONS AND NEGOTIATIONS	D	30
3.1	Promotes effective relationships and communication within and between all disciplines, departments and agencies.		
3.2	Negotiates effectively to achieve cooperation between personnel.		
3.3	Promotes positive relations with patients, peers, medical staff, allied health colleagues and members of the general public.		
4.0	PROFESSIONAL DEVELOPMENT	R	5
4.1	Ensures own knowledge is kept abreast of current trends and research.		
4.2	Identifies and promotes learning opportunities and up skilling of self and others, liaising with Learning and Development, Manager of Clinical Services and Operations Manager.		
5.0	OTHER	R	5
5.1	Participates in clinical setting as required.		
5.2	Other duties and special projects as directed by the Manager of Clinical Services.		
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 – WORK RELATED REQUIREMENTS

ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced skills in the practice of general nursing and previous management experience.
3. Demonstrated well developed ability to manage human, material and environmental resources to achieve optimum patient care.
4. Highly developed communication skills, both oral and written; interpersonal skills and conflict resolution ability.
5. Well-developed analytical skills and problem solving ability, and the ability to implement change in the workplace.
6. Computer literacy and an ability to utilise information systems.
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 of related field of study.
2. Knowledge of contemporary issues and trends in Rural Health Service Delivery.
3. Eligible for Registration as a Midwife

Section 6 – APPOINTMENT FACTORS

Location	Narrogin	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment 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 • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Aged Care Criminal Record Screening • Working With Children (WWC) Check 		
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