



## JOB DESCRIPTION FORM

### Section 1 - POSITION IDENTIFICATION

		<b>Position No:</b>	615719
<b>Division:</b>	Kimberley	<b>Title:</b>	<b>Staff Development Nurse</b>
<b>Branch:</b>	Kununurra, Wyndham and Halls Creek Health Service	<b>Classification:</b>	RN Level 2
<b>Section:</b>	Kununurra Nursing	<b>Award/Agreement:</b>	Nurses and Midwives Agreement

### Section 2 - POSITION RELATIONSHIPS

Responsible to	<b>Title:</b>	Operations Manager	↑	<b>Other positions reporting directly to this position:</b> <b>Title</b> Clinical Nurse – Multiple Aboriginal Liaison Officer – Multiple Registered Nurse – Multiple Enrolled Nurse – Multiple Clinical Nurse Midwife – Multiple Registered Nurse Midwife – Multiple Aboriginal Health Worker – Multiple Sterilisation Technician – KNX Registered Nurse Graduate - Multiple
	<b>Classification:</b>	HSO Level G11		
	<b>Position No:</b>	100000		
Responsible to	<b>Title:</b>	Clinical Nurse Manager	←	
	<b>Classification:</b>	SRN Level 3		
	<b>Position No:</b>	100028		
This position	<b>Title:</b>	<b>Staff Development Nurse</b>	↑	
	<b>Classification:</b>	RN Level 2		
	<b>Position No:</b>	615719		

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

### Section 3 - KEY RESPONSIBILITIES

To contribute to the attainment of Health Service goals by ensuring the delivery of high quality staff development programs. To contribute to clinical and professional updates, identify educational needs and prepare, conduct and facilitate training to meet identified needs. To coordinate the nursing graduate program.

TITLE	Staff Development Nurse	POSITION NO	615719
		CLASSIFICATION	RN 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 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**

**11<sup>th</sup> July 2018**

**REGISTERED**

<b>TITLE</b>	<b>Staff Development Nurse</b>	<b>POSITION NO</b>	615719
		<b>CLASSIFICATION</b>	RN Level 2

#### Section 4 - STATEMENT OF DUTIES

<b>Duty No</b>	<b>Details</b>	<b>Freq</b>	<b>%</b>
<b>1</b>	<b>EDUCATION</b>		<b>70</b>
1.1	Consults with and acts as a clinical resource person for clinical staff and students.		
1.2	Facilitates supports and contributes to the development of programs and clinical competencies for nursing staff.		
1.3	Plans, organises and coordinates in-service programs and continuing education programs for nursing and all health service staff utilising a multi-disciplinary approach.		
1.4	Plans, organises, and assists in the delivery of the mandatory training program.		
1.5	Recognises and utilises the principles of adult learning in the design, delivery and evaluation of education programs.		
1.6	Responsible for the evaluation and update of clinical orientation programs for nursing staff and students.		
1.7	Coordinates nursing/midwifery and student placements and preceptors and monitors their progress. Assists with evaluation as necessary. Assists with all staff education requirements in Kununurra, Wyndham and Halls Creek Hospitals.		
<b>2</b>	<b>MANAGEMENT</b>		<b>20</b>
2.1	Plans implements and evaluates the Graduate Nurse program including orientation, professional development study days throughout the year, and certificate presentation.		
2.2	Undertakes quality management activities and projects relevant to the organisations needs and contributes to strategic management.		
2.3	Assists in developing protocols and procedures as required.		
2.4	Attends inter/unit department meetings as appropriate to staff development needs.		
2.5	Participates in committees/working parties as required.		
<b>3</b>	<b>INFORMATION MANAGEMENT</b>		<b>5</b>
3.1	Maintains a database to include <ul style="list-style-type: none"> <li>• Professional Development undertaken by staff</li> <li>• Graduate and student placements</li> <li>• Mandatory Training attendance</li> </ul>		
3.2	Encourages staff to maintain their professional development portfolio.		
3.3	Maintains a calendar of educational events for all staff to access.		
3.4	Contributes to staff newsletter providing staff development information.		
<b>4</b>	<b>OTHER</b>		<b>5</b>
4.1	Attends mandatory training requirements.		
4.2	Participates in the performance development process.		
4.3	Other duties as directed by the 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.

**WA Country Health Service**

**11<sup>th</sup> July 2018**

**REGISTERED**

TITLE	Staff Development Nurse	POSITION NO	615719
		CLASSIFICATION	RN Level 2

## 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 advanced clinical skills and competencies related to general nursing.
- 3 High level interpersonal and communication (written and verbal) skills.
- 4 High level analytical and problem solving skills.
- 5 Ability to work with minimum supervision and in a team environment and use high levels of initiative to achieve required outcomes.
- 6 Sound computer software skills.
- 7 Current C Class Driver's Licence and an ability and willingness to travel including overnight stays away from home.

### DESIRABLE:

- 1 Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- 2 Tertiary qualification relevant to learning and development or Certificate IV in Workplace Training and Assessment.
- 3 Demonstrated ability to deliver education sessions using a variety of strategies.
- 4 Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

## Section 6 - APPOINTMENT FACTORS

Location	Kununurra	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	<p><b>Appointment is subject to:</b></p> <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>• This position is subject to a successful Criminal Record Screening and a Working with Children Check</li> <li>• Successful Pre-Placement Health Screening clearance</li> <li>• Evidence of current C class driver's Licence</li> </ul> <p><b>Allowances include:</b></p> <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> <li>• Annual Leave Travel Concession as applicable</li> <li>• Air-conditioning Subsidy as applicable</li> <li>• Additional week Northwest Leave</li> </ul>		
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**

**11<sup>th</sup> July 2018**

**REGISTERED**