



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service - Midwest		Position No:	604474
Division:	Midwest	Title:	Clinical Nurse
Branch:	Northampton Kalbarri Health Service	Classification:	RN Level 2
Section:	Northampton Health Centre	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Director of Nursing and Midwifery - Health Service Manager
	Classification:	RN SRN Level 6
	Position No:	604863

Responsible To	Title:	Nurse Manager
	Classification:	RN SRN Level 3
	Position No:	604964

This position	Title:	Clinical Nurse
	Classification:	RN Level 2
	Position No:	604474

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Graduate Nurse
Registered Nurse
Enrolled Nurse
Receptionist/Secretary
Housekeeper
Community Care Coordinator
Administrative Assistant
Food Service Attendant/Cleaner
Personal Aide Carer - Community
Handyperson Gardener



Positions under direct supervision:	← Other positions under control:
Position No. Title	Category Number

Section 3 – KEY RESPONSIBILITIES

Responsible for the management, coordination and delivery of high quality customer focused nursing and aged care, using leadership and advanced nursing skills and knowledge across the Northampton Kalbarri Health Service. Is a resource person for all employees in the provision of nursing and aged care and complex problem solving.



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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 PRACTICE		70
1.1	Monitors clinical practice and provide clinical support to Graduates and other staff.	D	
1.2	Assesses all patient / residents prior to planning, implementing and evaluating nursing care.	D	
1.3	Develops holistic care plans based on patient / residents needs and utilises the nursing process.	D	
1.4	Acts as a clinical resource.	D	
1.5	Implements triage scores in accordance with the National Triage Scale and refer to the appropriate service.	D	
1.6	Refers clients to and collaborates with other Health Professionals as required.	D	
1.7	Ensures the principles of infection control are adhered to.	D	
1.8	Provide nursing care to aged care residents as required.	D	
1.9	Participates in Resident Review meetings.	R	
1.10	Participates in after hours on call roster.	D	
1.11	Assists in coordination of rostering.	D	
2.0	CLINICAL MANAGEMENT		10
2.1	Co-ordinates patient care that is patient-centred effective and efficient.	R	
2.2	Identifies and organises patient management.	D	
2.3	Assists with the development of centre policies and procedures.	R	
2.4	Implements occupational safety and health procedures.	R	
2.6	Promotes a safe working environment and safe conditions for patients/residents, visitors and staff	D	
3.0	PROFESSIONAL DEVELOPMENT		5
3.1	Provides clinical guidance and training in accordance with skills and knowledge	D	
3.2	Ensures maintenance of own mandatory skills and competencies, participation in workshops and seminars	R	
3.3	Participates in the performance management process	R	
3.4	Identifies and coordinates relevant staff training needs	R	
4.0	QUALITY IMPROVEMENT		5
4.1	Participates in customer focused quality improvement/accreditation process	R	
4.2	Implements plans/surveys to gain improvement and assess results	R	
4.3	Identifies infection control risks and takes appropriate action	D	
4.4	Actively participates in health service quality programs, positively promotes the health service, its staff and programs and services.	D	
5.0	CUSTOMER FOCUSED PRACTICE		5
5.1	Maintains confidentiality in relation to patients, residents, staff and business of the Northampton Kalbarri Health Service.	D R	
5.2	Provides service that meets the customer's needs within the given budget.	R	
5.3	Provides accurate and timely responses to requests for information or assistance.	R	
5.4	Ensures that each customer has access to fair and equitable procedures for dealing with complaints or disputes.	R	
6.0	OTHER		5
6.1	Other duties as directed by Health Service Manager/Director of Nursing or Nurse Manager.	R	
	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

- Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
- Demonstrated advanced nursing practice within area of practice, clinical skills in triage and advanced life support.
- Demonstrated advanced skills in planning, coordination and decision making, within the relevant practice setting.
- Demonstrated well-developed team leadership and membership skills.
- Demonstrated effective communication (written and verbal) and interpersonal skills
- Demonstrated incorporation of quality and risk management into practice.
- Eligible for / or in possession of a current C or C-A Class drivers licence..

DESIRABLE

- Possession of or progression towards an appropriate post-graduate qualification.
- Knowledge of current health issues and the organisational culture of rural health emergency services.
- Demonstrated computer skills.
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Section 6 – APPOINTMENT FACTORS

Location	Northampton	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 Nurses and Midwives Board of Australia must be provided prior to commencement • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Evidence of current Aged Care Criminal Screening • Evidence of current Working with Children check • Successful Pre- Placement Health Screening clearance Evidence of a current C or C-A class driver's licence and ability to travel within the region as required Allowances <ul style="list-style-type: none"> • District allowance 		
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: Manager	WA Country Health Service Midwest <hr/> 30 October 2018 <hr/> REGISTERED	Signature and Date: Regional Director	WA Country Health Service Midwest <hr/> 30 October 2018 <hr/> REGISTERED
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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

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Midwest**

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