



Government of **Western Australia**
Department of **Corrective Services**

Job Description Form

Department of Corrective Services Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title		Special Conditions
Clinical Nurse Specialist (Clinical Lead)		WWC
Effective Date	Position Number	Level
September 2011	004027	SRN 1
Division	Directorate	Branch
Offender Management and Professional Development	Health Services	Boronia Pre Release Centre

Divisional Outcomes

To reduce re-offending, protect the community and direct offenders towards the adoption of law-abiding lifestyles through custody and containment, care and well being, reparation, rehabilitation and reintegration.

Directorate Outputs

Health Services delivers its services to patients in custody based on Chronic Disease (Diabetes, cardiovascular disease, kidney disease, asthma), Infectious Diseases, sexually transmissible diseases and Blood Bourne Viruses, Co-morbidity (Alcohol and Drug Addiction Services and Mental Health Services) and Acute Care and Emergency Services.

Branch Outputs

Healthcare policy development through project implementation, Planning and implementation of projects that are related to the provision of healthcare services to patients in custody. Development of key partnerships along the Justice Continuum. Establishment measurement systems and methods. Strategic and Business Planning.

Role of the Position

This position provides direct clinical care to the more complex patients in accordance within Health Services policies and procedures.

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Responsibilities of this Position

Management

- Supports the Clinical Nurse Manager in the management of the operations of the workplace including clinical practice, budget planning and management, data collection, monitoring and evaluation of service provision.
- Contributes towards the development of the overall nursing division policies and procedures and direction.
- Advises the Clinical Nurse Manager of any downturn/ trends in service delivery.
- Ensures nursing personnel are orientated to the security and general order principles whilst conducting their duties.

Quality Improvement

- Participates in activities designed to maintain or improve the quality of nursing care
- Responsible for, as directed by the Clinical Nurse Manager, the effective and efficient delivery of services across the prison.
- Is responsible for clinical quality improvement projects within the unit including OSH and incidents
- Ensures a safe work environment for staff and clients.
- Reviews incidents/accidents involving staff, patients and/or nursing practice, including action taken ensuring that health policy is adhered to.

Clinical Management

- Provides the clinical lead providing direct clinical care to the more complex patients.
- Supports the Clinical Nurse Manager in the day-to-day clinical management of the Health Centre.
- Implements culturally appropriate standards and policies, in consultation with the clinical staff and departmental staff.
- Manages human and material resources in an effective and efficient manner
- Prioritises health needs of patients in liaison with other health service providers, commences such treatments as necessary to promote the good health of the patient and in accordance with established nursing standards.
- Responds as necessary to emergencies arranging timely interventions within the institution, with transfer to tertiary care as necessary.
- Actively participates in Health Centre/s clinical committees as required, and contributes to the development of policies and procedures for the wider organisation.

Professional Development

- Assists staff in identifying clinical development opportunities
- Assists the Clinical Nurse Manager to manage staff development matters.
- Participates in, and encourages others to participate in approved research projects
- Maintains a commitment to personal and professional development

Ethical Behaviour

Demonstrates ethical behaviour in accordance with the Departments Code of Conduct.

Equity, Diversity and Occupational Safety and Health

Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.

Other

Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
<p>1. Current Registration in the category of Registered Nurse with the Nursing and Midwifery Board of Australia, Australian Health Practitioner Regulation Agency (APRA).</p> <p>Current holder of or ability to obtain the relevant clearance under the Working with Children (Criminal Record Checking) Act 2004 (<i>the Act</i>).</p> <p>This position is identified under section 6 of the Act as "Child Related Work". Applicants must have a current Working with Children Check or be able to successfully apply for one to be eligible for appointment to this position.</p>	
2. Leadership and Coordination	<p>Ability to support organisational direction and coordinate and direct staff.</p> <p>Knowledge of the application of legislation pertaining to nursing and management practice.</p>
3. Experience	<p>Minimum of eight years post graduate experience or a minimum certificate/diploma in a nursing speciality</p> <p>Ability to effectively use current information systems including word processing and spreadsheets.</p>
4. Nursing Skills	<p>Advanced skills and knowledge at specialist level.</p> <p>Clinical nursing skills demonstrating excellent prioritisation skills.</p>
5. Resource Management	<p>Knowledge of the contemporary management of human, physical and financial resources.</p>
6. Ethical Behaviour	<p>Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.</p>
7. Communication and Interpersonal Skills	<p>Providing clear and concise patient records.</p> <p>Communicating effectively with a wide range of cultures, groups and individuals. Report writing. Developing professional workplace relationships. Facilitating multidisciplinary collaboration.</p>
Desirable	
8. Qualifications	<p>Possession of, or working towards, a tertiary qualification in advanced nursing.</p>
<p>(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).</p>	

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Reporting Relationships

Title
Manager Nursing Operations
Classification
Senior Registered Nurse 7

Responsible to

Title
Clinical Nurse Manager
Classification
SRN 4

Responsible to

This office

Other offices reporting to this office

Title and classification

Clinical Nurses
Coordinator Resources
Medical Receptionist
Senior Medical Receptionist
Pharmacy Technician

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled

Location and Accommodation

Location
Boronia Pre Release Centre, Bentley

Accommodation

Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Delegated Authority Approval

Signature	
Date	/ /