



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	007721
Division:	Great Southern Population Health	Title:	Clinical Nurse Manager-Communicable Disease Control
Branch:	Public and Primary Health	Classification:	SRN Level 3
Section:		Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Director Population Health
	Classification:	HSO Level G-11
	Position No:	007720



Responsible To	Title:	Regional Manager Public & Primary Health
	Classification:	HSO Level G-9
	Position No:	008051



This position	Title:	Clinical Nurse Manager-Communicable Disease Control
	Classification:	SRN Level 3
	Position No:	007721



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
007641 Clinical Nurse Manager-Community Health SRN L3
007826 Clinical Nurse Manager-Community Health SRN L3
← 614882 Regional Health Promotion Coordinator HSO LG-7

Positions under direct supervision:			← Other positions under control:	
Position No.	Title		Category	Number
007873	Clinical Nurse	RN L2		
008044	Project Officer Sexual Health and Blood Borne Virus	HSOLG-5		
615884	Clinical Nurse Specialist-Public Health	SRN L2		

Section 3 – KEY RESPONSIBILITIES

Responsible for coordination, planning, implementation and evaluation of the Communicable Disease Control and Immunisation programs in the Great Southern Region in accordance with local, state and national priorities and best practice frameworks.

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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 MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	MANAGEMENT		30%
1.1	Lead and manage the functions of the Disease Control Team.		
1.2	Participate in the Public Health Unit team meetings, activities and initiatives.		
1.3	Represent Population Health Unit on committees, groups and meetings as negotiated with Director-Population Health and Public Health Manager.		
1.4	Participate in a continuous process to monitor, evaluate and undertake performance development within the Disease Control Team.		
2	CLINICAL (Immunisation and Communicable Disease)		20%
2.1	Manage and monitor the West Australian Notifiable Disease Database.		
2.2	Coordinate the regional vaccination program with State/National targets and standards including maintenance of cold chain standards.		
2.3	Ensure the Disease Control Team has the resources and capacity to meet response benchmark time frames in regards to notifiable and vaccine preventable diseases.		
2.4	Maintain clinical knowledge and expertise in relation to communicable disease and public health issues.		
2.5	Coordinate outbreak management (eg Meningococcal, Hep A).		
2.6	Liaise with the other Public Health Units, Disease Control Branch, appropriate physicians and other key stakeholders to ensure collaboration in development and coordination of activities in the area of Disease Control.		
2.7	Coordinate and support with investigation and case follow up including contact tracing and chemoprophylaxis as appropriate.		
2.8	Liaise with service providers including the Great Southern GP Network regarding adequacy of immunisation and maintenance of immunisation standards in General Practice.		
3	PROGRAM PLANNING		20%
3.1	Actively participate in and contribute to the strategic planning of the Great Southern Population Health Service.		
3.2	With Communicable Disease Control Directorate, the Disease Control Team and key stakeholders: develop, implement and evaluate protocols and procedures that support Department of Health Policy.		
3.3	Plan, develop, implement and evaluate disease control programs in consultation with community members and other service providers based on local needs and state and national priorities.		
3.4	Plan and evaluate the Regional Immunisation Program in accordance with State/National targets.		
4	SURVEILLANCE/DATA COLLECTION		20%
4.1	Undertake analysis, interpretation and dissemination of demographic, epidemiological and program specific data.		
4.2	Monitor relevant regional, state-wide and national health data to maintain an evidence base.		
4.3	Ensure the collection and maintenance of regional communicable disease control data bases and provide reports, as requested, by Public Health Manager and/or Director Population Health.		
5	EDUCATION and STAFF DEVELOPMENT		10%
5.1	In collaboration and partnership with disease control team and key stakeholders, plan and coordinate regional workforce training in relation to disease control and public health policy and practice.		
5.2	Ensure the Disease Control Team's knowledge, skills and expertise are maintained with evidence based practice and Department of Health policy.		
5.3	Act as a consultant to the health service, external organisations and community groups on relevant issues in public health.		

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<p>6 OTHER</p> <p>6.1 Perform duties in accordance with relevant Occupational Health and Safety Equal Opportunity Legislation.</p> <p>6.2 Perform duties in accordance with Population Health Great Southern program policies and procedures.</p> <p>6.3 Participates in nursing/multidisciplinary research projects.</p> <p>6.4 Other duties as required which may include relieving or representing the Public Health Manager by negotiation.</p>			
	<p>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 and 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.</p>		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia
2. Possession of a current Immunisation Certificate
3. Significant community nursing experience at a senior level in the clinical and population health program speciality
4. Demonstrated extensive knowledge and understanding of the methods of surveillance and control of communicable diseases
5. Demonstrated extensive program planning/service coordination knowledge and experience
6. Demonstrated highly developed written and verbal communication skills including negotiation, facilitation and interpersonal skills
7. Demonstrated extensive experience in health management systems, including data analysis and interpretation.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery
9. Eligible for / or in possession of a current C or C-A Class drivers licence

DESIRABLE

1. Demonstrated management and leadership experience in a multidisciplinary team
2. Postgraduate qualifications in health or working towards
3. Experience in cross cultural service delivery

Section 6 – APPOINTMENT FACTORS

Location	Albany	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 • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Successful Working With Children Check • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required 		
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

Signature and Date: ____/____/____
Regional Director

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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