



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601804
Division:	Multi-Purpose Site	Title:	Registered Nurse
Branch:	Norseman Hospital	Classification:	RN Level 1
Section:	Nursing	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager - Esperance
	Classification:	HSO Level G11
	Position No:	614390

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601796 – Clerk
601803 – Clinical Nurse
601811 – Enrolled Nurse
601819 - Cook
601821 – Extended Care Cleaner
601827 – Patient Care Assistant
601830 – Patient Care Assistant - Casual
601860 – Home & Community Care Co-ordinator
601880 – All Purpose Orderly
601885 – Patient Service Assistant/HACC Care Aide

Responsible To	Title:	Director of Nursing/Health Service Manager
	Classification:	SRN Level 5
	Position No:	601648

This position	Title:	Registered Nurse
	Classification:	RN Level 1
	Position No:	601804



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

Section 3 – KEY RESPONSIBILITIES

Performs within the scope of Registered Nurse practise in accordance with WA Country Health Service procedures and policies.

**WA Country Health Service –
 GOLDFIELDS**

 18 May 2020

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 Job Description Form**

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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

The occupant of this position will demonstrate a commitment to the values of a health promoting health region.

Duty No.	Details	Freq.	%
1.	Plans, performs, facilitates and evaluates delivery of patient care.	D	
2.	Coordinates the ward/unit as required.	D	
3.	Manages a patient caseload as allocated by the shift coordinator.	D	
4.	Maintains safe nursing practice and working environment for self and others.	D	
5.	Communicate effectively with other health professionals, patient and /or significant others.	D	
6.	Participates in the multidisciplinary decision making pertaining to patient care.	D	
7.	Applies infection control principles to all aspects of practice.	D	
8.	Implements appropriate teaching sessions for patients and carers in collaboration with the Clinical Nurse or Director of Nursing.	R	
9.	Assists the Clinical Nurse or Director of Nursing in maintaining the quality and standard of nursing practice within the legal framework.	D	
10.	Monitors and ensures availability of supplies and equipment.	D	
11.	Participates in the performance review of self and others and accepts responsibility for own professional development.	R	
12.	Contribute to the orientation, preceptoring and education of staff.	O	
13.	Assists the Clinical Nurse or Director of Nursing in the updating and implementation of WACHS policies, site procedures and other documentation related to nursing practice.	R	
14.	Actively participates in Quality Management programs at this site.	R	
15.	Participates in continuing education designed to improve nursing practice and standard of care.	O	
16.	Undertakes other appropriate responsibilities as allocated by the Clinical Nurse or Director of Nursing.	R	
	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.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually



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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. Demonstrated ability to plan and facilitate patient care within emergency dept and ward based settings.
3. Ability to make decisions and accept responsibility for own practice.
4. Effective interpersonal and communication skills.
5. Demonstrated ability to work as part of a team and independently.
6. Ability to work within a multidisciplinary team.
7. Knowledge of legislation relevant to nursing practice.
8. Current knowledge and commitment to Equal Employment Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.
9. Eligible for or in possession of a current C or C-A class driver's licence.

DESIRABLE

1. Recent clinical experience in Emergency Dept.
2. Knowledge of primary health care principles.
3. Basic understanding of quality improvement activities.

Section 6 – APPOINTMENT FACTORS

Location	Norseman	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 Aged Care Criminal Record 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 drivers licence Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
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

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

