



**HSS REGISTERED**

**Clinical Nurse**  
**Nurses and Midwives Agreement; RN Level 2**  
**Position Number: 106484**  
**Area Management / Kalamunda Hospital**  
**Armadale Kalamunda Group / East Metropolitan Health Service (EMHS)**

**Reporting Relationships**

Coordinator of Nursing – Kalamunda and Sub Acute Care  
 SRN Level 7  
 Position Number: 603007



Nurse Manager Governance  
 SRN Level 3  
 Position Number: 602711



**This Position**



Directly reporting to this position:

Title	Classification	FTE
Nil		

Also reporting to this supervisor:

- Nil

**Key Responsibilities**  
 With responsibility for the Area Management portfolio, the Clinical Nurse is responsible for the management of human and material resources within a defined area. As part of a multidisciplinary team provides clinical and professional expertise to ensure comprehensive evidence-based nursing care is delivered to patients and facilitates and promotes patient safety and quality of care. The Clinical Nurse practices within their scope of practice considerate of the Nursing and Midwifery Board’s Nursing Practice Decision Flowchart.



## EMHS Vision and Values

### Our Vision

*Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.*

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. Specific Duties/Scope of Practice Relevant to Specialty

- 1.1. Compiles and maintains duty rosters for the Kalamunda Hospital site which considers known fluctuations in workload and acuity.
- 1.2. Plans and escalates leave in collaboration with Nurse Manager / Coordinator of Nursing.
- 1.3. Ensures cost effective and efficient utilisation of material resources within the area of responsibility.
- 1.4. Monitors, reviews and ensures adequate consumable stock levels.
- 1.5. Initiates purchase of supplies, equipment and ongoing maintenance.
- 1.6. Assesses the occupational health and safety aspects of the environment, facilities adherence to the Work Safety and Health standards.
- 1.7. Participates in site-wide quality improvement programs.
- 1.8. Enters and maintains data in relevant computer systems.
- 1.9. Communicates effectively with all staff, patients, and other customers of the position.

### 2. Clinical

- 2.1. Provides comprehensive evidence-based nursing care and individual case management to a specific group of patients/clients including assessment, intervention and evaluation.
- 2.2. Undertakes clinical shifts at the direction of senior staff and the Nursing Director including participation on the on-call/afterhours/weekend roster if required.
- 2.3. Responsible and accountable for patient safety and quality of care through planning, coordinating, performing, facilitating, and evaluating the delivery of patient care relating to a particular group of patients, clients or staff in the practice setting.
- 2.4. Monitors, reviews and reports upon the standard of nursing practice to ensure that colleagues are working within the scope of nursing practice, following appropriate clinical pathways, policies, procedures and adopting a risk management approach in patient care delivery.
- 2.5. Participates in ward rounds/case conferences as appropriate.
- 2.6. Educates patients/carers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 2.7. Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 2.8. Completes clinical documentation and undertakes other administrative/management tasks as required.
- 2.9. Participates in departmental and other meetings as required to meet organisational and service objectives.
- 2.10. Develops and seeks to implement change utilising expert clinical knowledge through research and evidence based best practice.
- 2.11. Complies with and demonstrates a positive commitment to Regulations, Acts and Policies relevant to nursing including the Code of Ethics for Nurses in Australia, the Code of Conduct for Nurses in Australia, the National Competency Standards for the Registered Nurse and the Poisons Act 1964.
- 2.12. Promotes and participates in team building and decision making.

### **3. Education/Training/Research**

- 3.1 Engages in continuing professional development/education and ensures continuous registration in the category of Registered Nurse with the Nursing and Midwifery Board of Australia as per essential criterion 1.
- 3.2 Undertakes supervision and development of undergraduate nursing students.
- 3.3 Plans, develops and implements education programs for patients/colleagues/consumers.
- 3.4 Participates in evidence based clinical research activities where applicable.

### **4. EMHS Governance, Safety and Quality Requirements**

- 4.1 Ensures, as far as practicable, the provision of a safe working environment.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.
- 4.7 Participates in risk management processes at a local and whole of Health Service level as required.

### **5. Undertakes other duties as directed.**

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated recent nursing experience and delivery of evidence-based care in a hospital/health service.
3. Demonstrated experience of human resource management including staffing methodologies.
4. Demonstrated high level interpersonal, negotiation and conflict resolution skills.
5. Demonstrated ability in the development, implementation and evaluation of new and existing policies/procedures/programs/services.
6. Demonstrated computer literacy and knowledge of information systems applicable to area management.

### Desirable Selection Criteria

1. Possession of or significant achievement toward a post graduate qualification in area of speciality.
2. Knowledge of current clinical governance systems.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Workplace Safety and Health, and how these impact on employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

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

_____ Manager / Supervisor Name	_____ Signature or	_____ HE Number	_____ Date
_____ Dept. / Division Head Name	_____ Signature or	_____ HE Number	_____ Date
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
_____ Occupant Name	_____ Signature or	_____ HE Number	_____ Date
_____ Effective Date			
HSS Registration Details (to be completed by HSS)			
Created on _____	Last Updated on _____	January 2021	