



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	300201
Division:	Pilbara	Title:	Clinical Nurse Manager - Inpatient
Branch:	Nursing	Classification:	SRN Level 3
Section:	Hedland Health Campus	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager – East Pilbara
	Classification:	HSO Level G11
	Position No:	300332

Responsible To	Title:	Director of Nursing & Midwifery
	Classification:	SRN Level 7
	Position No:	300092

This position	Title:	Clinical Nurse Manager – Inpatient
	Classification:	SRN Level 3
	Position No:	300201

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
Clinical Nurse Manager – After Hours
Clinical Nurse Manager – Maternity/ Paediatrics
Clinical Nurse Manager – Surgical Services
Clinical Nurse Manager – Emergency Department
Clinical Nurse Manager – Dialysis
Clinical Nurse Manager
Clerical Assistant



Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number
300269	Clinical Nurse		
300270	Registered Nurse		
300271	Enrolled Nurse		

Section 3 – KEY RESPONSIBILITIES

Through effective nursing clinical leadership is responsible for standards of nursing practice and monitoring client/patient care in the area of responsibility. Promotes and maintains collaborative relationships with clients, carers, peers, visitors, medical staff and other members of the team. Management of human and material resources and environmental safety for the provisions of safe and cost effective care with the area of responsibility.

TITLE	Clinical Nurse Manager – Inpatient	POSITION NO	300201
		CLASSIFICATION	SRN Level 3



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.

TITLE	Clinical Nurse Manager – Inpatient	POSITION NO	300201
		CLASSIFICATION	SRN Level 3

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	Clinical		
1.1	Provide clinical leadership, expertise and consultancy to nursing, medical and allied health care professionals and providers in the area of responsibility.		
1.2	In collaboration with Clinical Nurses plans and develops a problem solving approach to patient care.		
1.3	Acts as a team leader in a multi-disciplinary approach to patient care.		
1.4	Collaborate with multi-disciplinary team to ensure individual patient needs are met and continuity of care is maintained through effective discharge/transfer planning.		
1.5	Assume responsibility for own professional development and up to date knowledge of best practice guidelines.		
1.6	Coordinates nursing service routine and responsible for the effective allocation of staff.		
1.7	Develops, promotes, evaluates and documents standards of nursing practice.		
1.8	Ensure nursing services are provided in a manner which is culturally appropriate to people of Indigenous and other culturally diverse backgrounds.		
2.0	Management		
2.1	Ensures an advanced level of managerial skills to achieve legislative, policy and key performance indicators & obligations.		
2.2	Manages performance of self and staff within the specified area.		
2.3	Responsible for efficient utilisation of human, financial and material resources.		
2.4	Assists with the development, review and implementation of WACHS standards, policies and procedures and site specific guidelines that are compliant with professional, industrial and legislative requirements.		
2.5	Recruitment of staff in collaboration with Direct or Professional nursing line manager.		
2.6	Responsible for monitoring budget for the unit, and reporting variances.		
2.7	Contribute to the development and implementation of orientation, in service and professional development in line with identified staff training needs and in collaboration with Staff Development.		
2.8	Assists in data collection and interpretation to support program development and evaluation to help meet the strategic and operational needs of the unit.		
2.9	Responsible for monitoring and reporting on Nursing Hours per Patient day.		
2.10	Participates in relevant committees-, working groups and projects.		
2.11	Responsible for ensuring all staff are offered an employee development discussion annually.		
2.12	Ensure achievement of mandatory training and education programs and annual updates for all relevant staff in line with WACHS Pilbara policy and guidelines.		
3.0	Clinical Governance		
3.1	Supports the delivery of safe patient care and the consumer's 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 Standards and other recognized health standards.		
3.2	Manage clinical incidents, complaints and feedback.		
3.3	Leads staff in the identification and management of clinical and other risks. Leads the implementation and maintenance of the Standards of the governing accreditation body.		
4.0	Leadership		
4.1	Develops and maintains positive relations with patients/clients, peers, health care professionals, and internal and external stakeholders.		
4.2	Role Models and promotes the relevant Code of Ethics and Code of Professional Conduct for Nurses.		
4.3	Role Models and promotes the philosophies, values and goals of WACHS.		
4.4	Ensures compliance with the Aboriginal Cultural Respect Framework.		
4.5	Support the development and establishment of the hospital as part of the regional health network.		
5.0	Other		
5.1	Other duties as directed		
<p>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.</p>			

TITLE	Clinical Nurse Manager – Inpatient	POSITION NO	300201
		CLASSIFICATION	SRN Level 3

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 significant clinical and professional knowledge and leadership within the specified area
3. Demonstrated ability to manage human, financial and physical resources within policy and budgetary expectations.
4. Demonstrated advanced level of communication, interpersonal, negotiation and conflict resolution skills.
5. Demonstrated knowledge and experience with clinical governance systems.
6. Demonstrated computer literacy and ability to use information systems.
7. Current knowledge of legislative and policy obligations for Nursing practice, Equal Opportunity, Public Sector Standards, Disability Services, Aboriginal Cultural Respect Framework and Occupational Safety and Health how these Impact on employment and service delivery

DESIRABLE

1. Post graduate qualification or significant progression towards, in relevant clinical specialty or management/leadership.
2. Knowledge and understanding of rural and remote issues related to nursing and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	South Hedland	Accommodation	As determined by WA County Health Service (WACHS) Policy
Appointment Conditions/ Allowances	<p>Appointment is subject to:</p> <ul style="list-style-type: none"> • Evidence of current registration by the Nursing & 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 Completion of training for Mandatory Reporting Of Child Sexual Abuse <p>Allowances: Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26th parallel, air conditioning subsidy</p>		

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 East Pilbara

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