



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

|                             |           |                        |                                  |
|-----------------------------|-----------|------------------------|----------------------------------|
| WA Country Health – Midwest |           | <b>Position No:</b>    | 615935                           |
| <b>Division:</b>            | Murchison | <b>Title:</b>          | <b>Clinical Nurse Specialist</b> |
| <b>Branch:</b>              | Cue       | <b>Classification:</b> | RN SRN Level 2                   |
| <b>Section:</b>             |           | <b>Award/Agreement</b> | Nurses and Midwives Agreement    |

### Section 2 – POSITION RELATIONSHIPS

|                       |                        |  |
|-----------------------|------------------------|--|
| <b>Responsible To</b> | <b>Title:</b>          | Director of Nursing – Health Service Manager |
|                       | <b>Classification:</b> | RN SRN Level 6                               |
|                       | <b>Position No:</b>    | 604724                                       |
|                       |                        | ↑  |
| <b>Responsible To</b> | <b>Title:</b>          | Nurse Manager                                |
|                       | <b>Classification:</b> | RN SRN Level 3                               |
|                       | <b>Position No:</b>    | 604734                                       |
|                       |                        | ↑  |
| <b>This position</b>  | <b>Title:</b>          | <b>Clinical Nurse Specialist</b>             |
|                       | <b>Classification:</b> | <b>RN SRN Level 2</b>                        |
|                       | <b>Position No:</b>    | <b>615935</b>                                |
|                       |                        | ↑  |

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

| <u>Title</u>                       |
|------------------------------------|
| Clinical Nurse Specialist (Yalgoo) |
| Clinical Nurse                     |
| Community Health Nurse (Sandstone) |
| General Clerk (Mount Magnet)       |
| General Clerk (Cue)                |
| APO (Mt Magnet and Yalgoo)         |

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

### Section 3 – KEY RESPONSIBILITIES

To work as a member of a multidisciplinary team within a Primary Health Care framework in partnership with the community and other organisations. To provide planned, coordinated and comprehensive primary health and emergency care to members of the community in a culturally secure environment

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| <b>WA Country Health Service<br/>Midwest</b> |
| <b>10 November 2021</b>                      |
| <b>REGISTERED</b>                            |

|       |                           |                |                |
|-------|---------------------------|----------------|----------------|
| TITLE | Clinical Nurse Specialist | POSITION NO    | 615935         |
|       |                           | CLASSIFICATION | RN SRN Level 2 |



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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|              |                                  | <b>CLASSIFICATION</b> | RN SRN Level 2 |

#### Section 4 – STATEMENT OF DUTIES

| <b>Duty No.</b> | <b>Details</b>   | <b>Freq.</b> | <b>%</b>   |
|-----------------|--|--------------|------------|
| <b>1.0</b>      | <b>CLINICAL FUNCTION</b>   |              | <b>100</b> |
| 1.1             | Provide and coordinate quality Primary Health Care to individuals, families and the community within own level of competence, legislation and endorsed protocols to meet health outcomes.  |              |            |
| 1.2             | Independently administer, provide and coordinate acute clinical services within own scope of practice, legislation, standards and within WACHS policies and guidelines.  |              |            |
| 1.3             | Utilise a holistic approach to assessing clients and families in developing, implementing, supporting and evaluating health related initiatives.   |              |            |
| 1.4             | Refer clients appropriately for health care outside of scope of practice by working in partnership with the client and other health professionals to ensure a multi-disciplinary approach and optimum outcomes from health care interventions. |              |            |
| <b>2.0</b>      | <b>CORPORATE FUNCTION</b>  |              |            |
| 2.1             | Coordinate and facilitate the community and clinic orientation for new staff.  |              |            |
| 2.2             | Act as a Primary Health Clinical resource to preceptor Aboriginal Health Workers, Nursing and other students within the multi-disciplinary team.   |              |            |
| 2.3             | Support Primary Health Services providers to facilitate the delivery of culturally safe health care to the community.  |              |            |
| 2.4             | Establishment of collaborative relationships with other health and community stakeholders to ensure a range of quality services responsive to community needs, and in line with health strategic business planning for the region.             |              |            |
| <b>3.0</b>      | <b>SUPPORT FUNCTION</b>  |              |            |
| 3.1             | Regularly communicate service provision issues within the clinic and the community to the Nurse Manager.   |              |            |
| 3.2             | Maintain information systems including client records, computerised data information and client recall processes as required for legislative compliance and for the efficient and effective management of clients.                             |              |            |
| 3.3             | Ensure accountability for safe, efficient and effective use of resources.  |              |            |
| 3.4             | Develop and maintain a culture of Quality Improvement and Risk Management for the Cue Nursing post in accordance with the ACHS Equip Guidelines and current WACHS quality and risk systems.  |              |            |
| 3.5             | Participate in compulsory skills updates and ongoing professional development programs for remote clinic staff to maintain and improve primary health related skills and knowledge.  |              |            |
| 3.6             | Demonstrate an awareness of safe functional environments at both the clinic and residential sites.   |              |            |
| <b>4.0</b>      | <b>OTHER</b>   |              |            |
| 4.1             | Undertake other duties as directed.  |              |            |

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.



|              |                                  |                       |                |
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|              |                                  | <b>CLASSIFICATION</b> | RN SRN Level 2 |

### Section 5 – SELECTION CRITERIA

#### ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia
2. Broad Nursing experience including assessment, emergency management, Primary Health care, and recent accident and emergency skills
3. Demonstrated ability to work both independently and as part of a multi-disciplinary team in a cross-cultural setting.
4. Demonstrated effective interpersonal and written and verbal communication skills.
5. Demonstrated well developed problem solving and negotiation skills.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.

#### DESIRABLE

1. Relevant tertiary qualifications and post basic qualification (such as Midwifery, Emergency Medicine, Child Health, Psychiatry, Community Health, Public Health, Health Promotion, Primary Health Care, Remote Health Practice)
2. Immunisation provider's certificate or willingness to undertake same.
3. Experience working with patient management systems

### Section 6 – APPOINTMENT FACTORS

|   |   |                      |   |
|---|---|----------------------|---|
| <b>Location</b>                                   | Cue   | <b>Accommodation</b> | As determined by the WA Country Health Service Policy |
| <b>Allowances/<br/>Appointment<br/>Conditions</b> | Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement</li> <li>• Provision of the minimum identity proofing requirements</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> <li>• Successful Working With Children Check</li> <li>• Successful Aged Care Criminal Record Clearance</li> <li>• Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District allowance</li> </ul> |                      |   |
| <b>Specialised equipment operated</b>             |   |                      |   |

### 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:<br><b>Manager</b> | <b>WA Country Health Service<br/>Midwest</b> | Signature and Date:<br><b>Regional Director</b> | <b>WA Country Health Service<br/>Midwest</b> |
|                                       | <b>10 November 2021</b>                      |   | <b>10 November 2021</b>                      |
|                                       | <b>REGISTERED</b>                            |   | <b>REGISTERED</b>                            |

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 |
|------|-----------|----------------|-------------|
|      |           |                |             |
|      |           |                |             |

**WA Country Health Service  
Midwest**

**10 November 2021**

**REGISTERED**