



North Metropolitan Health Service
Job Description Form

HSS Registered

Clinical Nurse

Nurses and Midwives Agreement: Level 2

Position Number: 006071, 006072, 008178

Metropolitan Communicable Disease Control

Mental Health, Public Health, Dental Services

North Metropolitan Health Service

Reporting Relationships

Director of Public Health
 Mental Health, Public Health, Dental Services
 HSO Level G-11
 Position Number: 007238



Coordinator of Nursing - Public Health
 Mental Health, Public Health, Dental Services
 SRN Level 7
 Position Number: 008554



Clinical Nurse Manager – Public Health
 SRN Level 4
 Position Number: 007943



This Position



Also reporting to this supervisor:

- Clinical Nurse Specialist Communicable Disease SRN Level 3 3.8 FTE
- Clinical Nurse Specialist Public Health SRN Level 2 3.4 FTE

Directly reporting to this position:
Nil

Prime Function / Key Responsibilities

In collaboration with the Senior Registered Nurses (SRN) workforce, supports the provision of public health disease control programs in the Perth metropolitan region, including sexual health and immunisation programs. Ensures optimal case follow up, contact tracing and outbreak investigation including liaison with relevant health agencies. Participates in planning, implementation and evaluation of communicable disease programs.

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1 Liaises with Senior Registered Nurses, medical staff and relevant external agencies in the management and follow up of clients with communicable diseases.
- 1.2 Liaises with general practitioners, hospital clinicians and laboratories to ensure appropriate management and documentation of disease notifications as directed.
- 1.3 Maintains timeliness, quality and completeness of regional notification data on WA Notifiable Infectious Disease Database (WANIDD).
- 1.4 Undertakes contact tracing, education and counselling with clients and contacts of notifiable diseases as directed.
- 1.5 Participates and assists with public health management of specific notifiable diseases and management of outbreaks, as directed.
- 1.6 Participates in epidemiological surveys, screening, vaccination programs and other duties as required.

2. Program Planning and Development

- 2.1 Participates in planning, developing, implementing and evaluating communicable disease and immunisation education, promotion and prevention programs in the Perth metropolitan region based on local needs and in accordance with state and local priorities.
- 2.2 Acts as a resource for students, staff, organisations and community groups on communicable disease and sexual health.

3. Policy Implementation

- 3.1 Promotes and supports health department policies and guidelines in the area of immunisation and communicable disease including sexual health.

4. Training and Education

- 4.1 Assists in the identification of training needs and plans, develops and assists in the delivery of communicable disease and immunisation training to community and service providers in the Perth metropolitan region.
- 4.2 Assists in the facilitation of professional development for community and service providers in the Perth metropolitan region.
- 4.3 Maintains professional knowledge and skills in the area of communicable disease and immunisations.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced nursing experience and clinical skills.
3. Demonstrated knowledge and understanding in the prevention and control of communicable diseases including contact tracing.
4. Demonstrated well-developed communication (written and verbal), interpersonal and conflict resolution skills
5. Demonstrates an active role and participation in and commitment to Quality Improvement and best practice principles.
6. Current "C" or "C.A." class drivers licence.

Desirable Selection Criteria

1. Post graduate qualifications in public health or other relevant health sciences or working towards same.
2. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of 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.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- 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/HE: 91575
Date: 31.5.2021

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: