



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	200343
Division:	Kimberley	Title:	Clinical Nurse Manager – Community Health
Branch:	Kimberley Population Health Unit	Classification:	SRN Level 3
Section:	Fitzroy – Community Health	Award/Agreement:	Nurses and Midwives Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible to	Title:	Director Population Health Unit	Other positions reporting directly to this position:							
	Classification:	HSO Level G11								
	Position No:	200129								
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Clinical Nurse Manager – Community Health - Multiple										
Clinical Midwife Specialist – Child Health										
Mens Health Coordinator										
Clinical Nurse Specialist – Community Health										
Clinical Nurse - Multiple										
Coordinator Population Health										
Responsible to	Title:	Primary Health Manager								
	Classification:	HSO Level G8								
	Position No:	200328								
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This position	Title:	Clinical Nurse Manager – Community Health								
	Classification:	SRN Level 3								
	Position No:	200343								
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Positions under direct supervision:		Other positions under control:	
Position No	Title	Category	Number
200097	Clinical Nurse - Multiple		
200100	Clinical Nurse		
200108	Aboriginal Health Worker		
200110	Aboriginal Health Worker		
200344	Clinical Midwife		
210077	Clinical Midwife		
210079	Clinical Nurse Educator		
613329	Administration Officer		
613330	Health 4 Life Chronic Disease Coordinator		
613331	Clinical Nurse		
613428	Clinical Nurse		
613433	Clinical Nurse		
613852	Clinical Nurse Specialist-Remote - Multiple		
613855	Aboriginal Health Worker - Multiple		
613857	Community Health Nurse		
615169	Clinical Nurse		
615419	Clinical Nurse		
615422	Aboriginal Health Practitioner		

Section 3 - KEY RESPONSIBILITIES

<p>Responsibility for the delivery of quality patient care Develops standards of management practice, implementing changes to practice and leading quality improvement activities. Provides a consultative service within areas of expertise. Provides human and material resource management within assigned clinical area/s. Demonstrates professional leadership and role modelling for nurses and other Health Professionals</p>
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		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.

WA Country Health Service – KIMBERLEY

29 October 2020

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Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	CLINICAL MANAGEMENT/LEADERSHIP		50
1.1	Effectively leads, manages and assists staff within a designated area to implement service delivery.		
1.2	Monitor and review standards of nursing practice through staff performance reviews.		
1.3	In collaboration with the Community/Primary Health Manager determine staffing requirements.		
1.4	Acts as a consultant and resource person on clinical matters for Community Health Nurses and support workers.		
1.5	Maintain effective communication with staff, public and other agencies.		
1.6	Disseminates information appropriately to multi-disciplinary staff on all aspects of nursing practice.		
1.7	In consultation with the other Community Nurse Managers and Population Health Director develops, coordinates, implements and facilitates quality initiatives and projects.		
1.8	Leads the implementation of state policies in partnership with Community Nurse Managers and Community/Primary Health Manager.		
1.9	Monitors and collates relevant data to identify and facilitate planning for future service development and management of the clinical setting.		
1.10	Participates effectively in community health nursing teams and as a program representative locally or at a state level.		
2	HUMAN RESOURCE MANAGEMENT		45
2.1	Manages the allocated/available budget, and maintains and monitors data relating to budget for assigned clinical area/s.		
2.2	Responsible for the recruitment, orientation and training of new staff in conjunction with Staff Development Nurse.		
2.3	Manages within the requirements of the relevant awards, legislation and public sector standards.		
2.4	Facilitates conflict resolution to assist staff to work productively and as part of a team.		
2.5	Manages staff allocation, rosters, leave functions and acquittals.		
3	OTHER		5
3.1	Other duties as directed by line manager or their delegate.		

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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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 advanced nursing knowledge, experience and skills relevant to community health and a demonstrated understanding of the Principles of Primary health and their application to practice.
- 3 Demonstrated high level skills in communication, conflict resolution and working with a multi-disciplinary team.
- 4 Demonstrated experience in leadership, staff management and advanced problem solving skills.
- 5 Demonstrated ability to liaise with internal and external agencies at a local, metropolitan and state level as required.
- 6 Demonstrated ability to implement and evaluate nursing policies and protocols pertaining to standards of Nursing Practice and lead multidisciplinary quality improvement projects.
- 7 Current C Class drivers Licence and an ability and willingness to travel including overnight stays away from home.
- 8 Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these affect employment and service delivery.

DESIRABLE:

- 1 Progress towards postgraduate qualifications in management and/or child health or a qualification relevant to Community Health.
- 2 Understanding of the principles of resource management including finance, human resources, assets and budgets.
- 3 Demonstrated understanding of the social determinants of health, aboriginal health and working in a cross cultural environment.
- 4 Demonstrated high level computer skills and knowledge of relevant IT systems.

Section 6 - APPOINTMENT FACTORS

Location	Fitzroy Crossing	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26 th parallel, air conditioning subsidy. 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 • Successful Working With Children Check • Evidence of a current C class driver's licence and ability to travel within the region as required including overnight stays • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check 		
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: ____/____/____

Signature and Date: ____/____/____

**Director
Kimberley Population Health Unit**

**Regional Director
WACHS Kimberley**

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 – KIMBERLEY			

29 October 2020

REGISTERED