



North Metropolitan Health Service  
**Job Description Form**

HSS Registered

**Clinical Nurse**

**Nurses and Midwives Agreement: Level 2**

**Position Number: 005306**

**North Metropolitan Public Health Humanitarian Entrant Health Service**

**Reporting Relationships**

Nurse Coordinator  
SRN Level 7  
Position number: 008554



Clinical Nurse Manager – Public Health  
SRN Level 4  
Position Number: 005304



**This Position**



← Also reporting to this supervisor:

- Administration Coordinator
- Personal Assistant
- Clinical Nurse Specialist – WATBCP/HEHS (2.0 FTE)
- Clinical Nurse Specialist MCDL (4.0FTE)
- Clinical Nurse WATBCP (4.0 FTE)
- Registered Nurse (1.0 FTE)
- Clinical Nurse (3.5 FTE)

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

- Nil

**Prime Function / Key Responsibilities**

Assists in assessing the health status of humanitarian entrants (refugees) referred to the Humanitarian Entrant Health Service to detect communicable diseases and any potential health issues. Plans appropriate health care in liaison with other health professionals. Liaises with Primary Health Care to ensure ongoing health needs of the clients are met. Provides health education to clients and other health services around humanitarian entrant health issues.

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

### 1. Leadership

- Participates in departmental and other meetings as required to meet organisational and service objectives.
- Utilises proficient communication skills and provides effective documentation and feedback for learners and others
- Leads and provides professional support to nursing employees and undergraduates.
- Monitors, reviews and reports on the standards of nursing practice ensuring the scope of nursing practice meets the clinical pathways, policies, procedures and risk management approach in patient care are delivered.
- Promotes and participates in team building and decision making.
- Establishes, supports and maintains an improvement culture and encourages involvement in quality activities.
- Engages and supports management in anticipating and facilitating effective change management.
- Provides a leadership role in multidisciplinary services to ensure a high standard of health care delivery.

### 2. Empowerment

- Engages in continuing professional development and education
- Participates in developing, mentoring and evaluating policies, procedures and standards related to Humanitarian Entrant Health Management.
- Acts as an advocate for patients and families and collaborates with them and members of the health care team to achieve health goals.
- Liaises with other health care agencies to ensure adequate and appropriate treatment is provided state wide.
- Participates in the education of health professionals and students assigned to the Humanitarian Entrant Health Service.

### 3. Professional Practice

- Maintains competence to practice in accordance with national competency standards for the Registered Nurse as described by the Nursing and Midwifery Board of Australia
- Provides holistic nursing services, health promotion and education to Humanitarian Entrants consistent with Primary Health Care Philosophy.
- Assesses specific needs of client/family and documents this information ensuring it complies with National Standards and provides an accurate medico-legally sound record of each episode of care.
- Carries out screening for communicable diseases and public health issues and provides treatment as required in accordance with current Humanitarian Entrant Health Service policy and accepts accountability for own standards of nursing care.
- Manages and maintains clinical facilities, equipment, supplies, computer database, records and statistics.
- Acts as a clinical resource
- Provides health education, related to disease process, treatment, infection control and other relevant issues for clients.
- Assists in the management of the day-to-day activities of the Humanitarian Entrant Health Service.
- Maintains professional knowledge and skills related to refugee health, communicable diseases/immunisation, trauma and torture.
- Provides leave relief, assists during periods of high activity, for nursing staff within Tuberculosis Control Unit.

**4. NMHS Governance, Safety and Quality Requirements**

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**5. 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. Knowledge of the prevention and control of communicable diseases.
3. Good interpersonal, verbal and written communication skills including negotiation skills.
4. Understanding of the cultural issues and health problems faced by refugees.
5. Hold or working towards WA Immunisation certificate or equivalent.
6. Ability to function independently or in a team.
7. Current "C" or "C.A." class driver's licence.

### Desirable Selection Criteria

1. Relevant postgraduate qualifications in the area of public health, refugee health or equivalent.
2. Experience in community or public health and delivery of community-based education programs.
3. Current knowledge and commitment to Equal Opportunity 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.
- Current "C" or "C.A." class driver's licence.
- 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:  
Date:

### Dept./Division Head

Name:  
Signature/HE:  
Date:

### Position Occupant

Name:  
Signature/HE:  
Date:

Created on: November 2016  
Last updated on: July 2021  
Registered by HSS