



North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

**Clinical Nurse**

**Nurses and Midwives Agreement: Level 2**

**Position Number: CG008481**

**Metropolitan Communicable Disease Control  
North Metropolitan Health Service**

**Reporting Relationships**

Director Public Health  
HSO Level: G-11  
Position Number: CG007238



Co-ordinator of Nursing – Public Health  
RN Level: SRN 7  
Position Number: CG008554



Clinical Nurse Manager Public Health  
RN Level: SRN 4  
Position Number: CG005304



**This Position**



Also reporting to this supervisor:

- Clinical Nurse Specialist Communicable Disease Control SRN 3
- Clinical Nurse Specialist Public Health Nursing SRN 2
- Clinical Nurse RN 2
- Registered Nurse RN 1
- Administration Officer
- Personal Assistant

Directly reporting to this position:

Nil.

**Prime Function / Key Responsibilities**

Under the direction of the Senior Registered Nurses (SRN) practices as a Clinical Nurse in keeping with the Australian Nursing and Midwifery Board Registration Standards and Nursing Practice Decision Making Flowchart. Upholds and functions within the core values of the organisation of Care, Respect, Innovation, Teamwork and integrity. Supports the provision of public health disease control and immunisation programs in the Perth metropolitan region. Participates in the planning, implementation and evaluation of vaccine preventable disease control and immunisation programs. Supports immunisation service providers and liaises with consumers to update data on the Australian Immunisation Register.

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

### 1. Leadership

- Promotes supports and implements health department policies and guidelines in the areas of immunisation and vaccine preventable diseases.
- Works closely with the SRN workforce, medical staff and relevant external agencies to implement strategies to improve immunisation rates across Perth metropolitan area.
- Liaises with general practitioners and clinicians to ensure appropriate management and documentation of immunisations as directed.
- Participates in the planning, developing, implementing and evaluating of 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.
- Acts as a resource for students, staff, and community groups on vaccine preventable diseases and immunisation.

### 2. Empowerment

- Subscribes to own personal and professional development through ongoing education.
- Demonstrates own professional responsibility in achieving the required hours of continuous professional development to meet eligibility standards for registration with the Nursing and Midwifery Board of Australia.
- Facilitates the personal and professional development of others through support, preceptorship and mentoring.
- Undertakes the clinical supervision, training and development of new nurses.

### 3. Professional Practice

- Reviews and updates the Australian Immunisation Register (AIR) and provides assistance to immunisation providers on the AIR.
- Provides advice to consumers and develops and assists with catch up immunisation plans and linkage to appropriate service providers.
- Participates and assists with public health management of vaccine preventable diseases and provides advice on immunisation as directed.
- Follow up of children identified as being overdue for immunisation as per the “no jab no play” legislation.
- Provides assistance to parents of children whose AIR records are absent or incomplete to develop catch up plans to facilitate school enrolment.
- Participates in epidemiological surveys, screening, vaccination programs and other duties as required.
- Assists in the identification of training needs and supports the planning, development and delivery of communicable disease and immunisation training to community and service providers in the Perth metropolitan region.
- Assists in the facilitation of professional development for community and service providers in the Perth metropolitan region.
- Maintains professional knowledge and skills in the areas of communicable disease and immunisations.

**4. Innovation**

- Supports and participates in local department quality improvement, risk management and best practice activities.
- Supports and participates in nursing and healthcare research to promote evidence-based practice.
- Participates in the continuous quality process to monitor, evaluate and improve patient safety and satisfaction with care.
- Demonstrates an active role in quality initiatives, audits, evaluations and promotes implementation of action response.

**5. 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.

**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 knowledge and experience in the prevention and control of communicable diseases.
3. Demonstrated community or public health nursing experience.
4. Demonstrated experience in the provision of child and adolescent national immunisation program services.
5. Demonstrated effective written and verbal communication and interpersonal skills.
6. Current "C" or "C.A." class driver's licence.
7. Holds current Immunisation Certification or working towards same.

### Desirable Selection Criteria

1. Experience in the development of immunisation catch-up plans.
2. Demonstrated computer skills and working with a variety of databases.
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.
- Current "C" or "C.A." class driver's licence.
- 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:  
Date:

### Dept./Division Head

Name:  
Signature:  
Date:

### Position Occupant

Name:  
Signature:  
Date: