



# Job Description Form



GOLDFIELDS

Landscape Photos: Tourism Western Australia

## Position Title

Position number: 601548

## Clinical Nurse Manager – Mental Health

### Regional Overview

The Goldfields region of the WA Country Health Service covers the Goldfields-Esperance Region of Western Australia. The region is located in the south eastern corner of Western Australia and covers 770,488 sq km (including offshore islands). The WA Country Health Service Goldfields consists of two main health campuses located in Kalgoorlie & Esperance, and three smaller hospitals located in Laverton, Leonora and Norseman. The Goldfields is a culturally rich region with a number of Aboriginal communities spread out across the region, 16 distinct Aboriginal language groups and an Aboriginal population that represents 12.3 per cent of our total population, with 1 in 10 people, on average, identifying as Aboriginal – this in comparison to the state average of 3.6 per cent. The region supports a wide range of industry, including mining, agriculture, aquaculture and tourism. Mining is the predominant sector in the central and northern parts of the region, with a well-established agricultural sector in the south.

### About the WA Country Health Service

#### Our Strategic Priorities



#### 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.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

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## Directorate Overview

This team provides specialist mental health services to the Goldfields Region for all age groups. The service aims to deliver a comprehensive range of high quality community focused mental health services to residence of and visitors to the Goldfields Region. Locally based, multi-disciplinary teams are located in regional centres; regular visits are made within the region to meet community needs.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

## Position Details

Position Number:	601548	Registration Date:	October 2021
Classification:	SRN Level 3	Location:	Kalgoorlie
Award / Agreement:	Nurses and Midwives Agreement		
Organisational Context:	Regional		

## Position Overview

Responsible for developing and maintaining professional standards of care and practice in the acute mental health inpatient service and coordination of mental health services within the inpatient unit. Responsible for the management of human and physical resources within the inpatient unit. Promotion of efficient and effective quality service delivery.

## Reporting Relationships

### Responsible to:

601358: Regional Manager Mental Health



### This position:

601548: Clinical Nurse Manager – Mental Health  
SRN Level 3



### Positions under direct supervision:

601038: Ward Clerk  
601555: Registered Nurses  
601556: Clinical Nurses  
601591: Patient Care Assistants  
615810: Aboriginal Mental Health Officer  
615814: Occupational Therapist  
615815: Social Worker



### Other positions reporting to this position:

601582: Clinical Psychologist  
601593: Team Leader (Kalgoorlie)  
601754: Team Leader (Esperance)  
601873: Senior Health Professional Mental Health  
613431: Director Clinical Services  
614173: Aboriginal Mental Health Coordinator  
614716: Team Leader Mental Health Child and Adolescent  
615206: Mental Health Quality and Safety Officer  
615412: Business Manager – Mental Health





## Key Duties/Responsibilities

### 1. WORKPLACE LEADERSHIP

- 1.1. Works under the overall direction of the Regional Manager Mental Health and the clinical leadership of the Clinical Director to manage the Inpatient Unit to best practice standards in mental health care.
- 1.2. Demonstrates a high standard of professional conduct and actively promotes and models the objectives and values of the organisation.
- 1.3. Demonstrates high level management and interpersonal skills and manages the Mental Health Inpatient Service as an effective, integrated unit within the Goldfields Mental Health Service and the Hospital.
- 1.4. Works in collaboration with WACHS-Goldfields nursing leadership to ensure nursing staff of the Mental Health Inpatient Unit maintain professional nursing standards.
- 1.5. Ensures all reporting staff work within governing legislation and Goldfields Mental Health Service policies and procedures.
- 1.6. Develops and maintains effective networks for the enhancement of patient outcomes, including relationships with external services and general practitioners, and participation in leadership networks as required.
- 1.7. In collaboration with service leadership, develops an Inpatient Unit Business Plan.
- 1.8. In collaboration with service leadership, determines training needs for Unit staff.
- 1.9. In collaboration with service leadership, develops and implements policies and procedures for the Inpatient Unit.
- 1.10. Responsible for the rostering of Ward staff efficiently and effectively.
- 1.11. Responsible for recruitment and selection processes for Ward staff.
- 1.12. Participates in and conducts regular performance development planning and review.
- 1.13. Participates in the development of staff and public education and training programs and services.
- 1.14. Responsible for efficient budget control for the Unit and regularly monitors and manages variances within it.
- 1.15. Provides monthly and other reports as required to the Regional Manager Mental Health and participates in Hospital Nurse Management Meetings.

### 2. CLINICAL

- 2.1. Works under the leadership of the Clinical Director to develop standards of care and practice on the Inpatient Unit.
- 2.2. Promotes and utilises evidence-based practice and care consistent with National Standards for Mental Health Services.
- 2.3. Responsible for the maintenance of clinical competencies as per applicable standards, policies and procedures.
- 2.4. Facilitates effective multidisciplinary service delivery and continuity of care for inpatients, ensuring care planning in collaboration with GPs, the Community Mental Health Team, Kalgoorlie Health Campus Emergency Department and general wards.
- 2.5. Provides direct clinical nursing service as needed.
- 2.6. Maintains and develops own skills and knowledge to act as an advanced clinical resource to nursing and other staff.
- 2.7. Undertakes restraint training and participates in restraint and aggression response.

### 3. INFORMATION SYSTEMS

- 3.1. Works with information management systems, records and provides relevant information and statistical data as required, and ensures reporting staff meet information recording and reporting requirements.



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**4. CONTINUING QUALITY IMPROVEMENT**

- 4.1. Coordinates quality improvement projects within the area, ensuring outcome based customer focused service delivery.
- 4.2. Takes a leadership role in ensuring the inpatient unit meets accreditation standards.

**5. OTHER**

- 5.1. Participates in relevant committees and in special projects.
- 5.2. Other related duties as directed by the Regional Manager Mental Health.



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## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated experience in workplace leadership.
3. Extensive experience in mental health nursing.
4. Demonstrated high level clinical knowledge of psychiatric and behavioural disorders and their management.
5. Demonstrated knowledge of key legislation and standards affecting Mental Health Services.
6. Highly developed interpersonal, communication (written and verbal) and presentation skills.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment, people management and service delivery.
8. Eligible for or in possession of a current C or C-A Class driver's licence.

### Desirable

1. Understanding of the issues around providing mental health services within a rural/remote community, including provision of culturally appropriate services to indigenous families and communities.
2. Sound knowledge of the WA Mental Health Act 1996.

## Appointment Pre-requisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Successful Working With Children Check
- Evidence of a current C or C-A Class driver's licence or other specialised licence class

