



## Clinical Nurse Manager- Community Health

### Position details

Position Number:	00009674
Classification:	SRN Level 3
Agreement:	Nurses and Midwives Agreement
Directorate:	Operations - Service Unit 1 - Community Health
Department:	Immunisation -North Zone
Location:	Community Health -

### Reporting relationships

This position reports to:

00010449	Clinical Nurse Consultant	SRN 4
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Positions under direct supervision:

Clinical Nurse	RNM Level 2	10.6 FTE
Registered Nurse	RNM Level 1	10.0 FTE

### Key Responsibility

The Community Clinical Nurse Manager manages community health staff, including community health nurses, enrolled nurses, other health workers, support staff and associated physical resources. Collaborates with internal and external stakeholders within a designated area to facilitate high quality and accessible service to the community. Acts as a role model, consultant and team leader who provides clinical support and guidance and is responsible for the standards of nursing practice and implementing changes to clinical practice within a designated area.

## About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

### CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

## Our vision

### Healthy kids, healthy communities

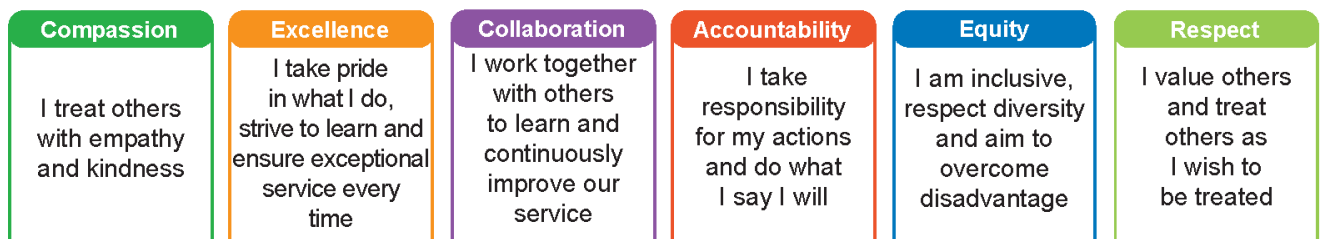
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

## Our objectives



## Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



## Summary of accountabilities

**Maintains competence to practice in accordance with national competency standards for Registered Midwives and Nurses described by the Australian Health Practitioner Regulation Agency.**

1. Effectively leads and manages a team of community health nurses within a designated area to implement service delivery in line with CAHS-Community Health strategic direction.
2. Monitors and reviews standard of nursing practice in performance management and development and identification of consumer feedback and complaints.
3. Disseminates information appropriately to relevant staff on all aspects of nursing practice.
4. Works in collaboration with the Coordinator Nursing Community Health in the development, implementation and ongoing review of the annual business plan, manages, reviews and makes recommendations regarding human and physical resources.
5. Acts as a consultant and resource person on clinical matters for Community Health Nurses, Registered Nurses, Enrolled Nurses and Health Workers.
6. Maintains effective communication with staff, community, internal and external agencies.
7. In consultation with the Coordinator Nursing Community Health facilitates the development, coordination, implementation and evaluation of quality improvement and best practice projects.
8. Develops implements and evaluates protocols and policies in partnership with Nurse Director Community Health and Coordinator Nursing Community Health relevant to Community Nursing Clinical Practice.
9. Monitors and collates relevant data to identify and facilitate planning for future service development.
10. In consultation with Coordinator Nursing Community Health consults and negotiates with government and non-government agencies as required.
11. Is responsible for the clinical reporting of significant and sentinel events to senior nursing management.
12. Promotes awareness of and ensures compliance with:
  - Clinical and/or corporate governance requirements; and
  - Legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health.
13. Responsible for the recruitment, orientation and training of new staff.
14. Manages human resources within the requirements of the relevant awards, legislation and public sector standards.
15. Facilitates conflict resolution to assist staff to work productively and as part of a team.
16. Manages staff allocation, rosters, leave requests and acquittals.
17. Ensures that accidents/incidents are appropriately investigated in conjunction with Occupational Safety and Health Representatives and ensures that interventions are initiated, followed through and closed out.
18. Works within relevant award provision , EEO legislation, WA Health Code of Conduct, Public Sector Standards and OSH policy and legislation
19. Manages the performance development of self and staff and acts to address performance related matters.
20. Collaborates with Learning and Development to facilitate education, learning and development that meets individual and clinical needs of community health staff.
21. Contributes to the achievement of the objectives of the organisation through participation in relevant committees and project teams.



22. Assists with the allocation of students to suitable preceptors in conjunction with Clinical Placement Coordinator and tertiary institutions.
23. In consultation with the Coordinator Nursing – Community Health monitors and reviews budget performance for relevant cost centre.
24. Sets performance related goals, equally evaluates own achievement and actively participates in own performance and professional development.
25. Supports nursing research, projects and quality improvement by own staff involvement in projects.

### CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Work Health and Safety Act (WA) 2020*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.



## Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

### Essential selection criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Advanced nursing knowledge, experience and skills relevant to community health
3. Demonstrated effective skills in leadership, communication, team building, conflict resolution and change management.
4. Demonstrated ability to liaise with internal and external agencies to achieve strategic operational and organisational outcomes.
5. Demonstrated ability to implement, monitor and evaluate nursing policies, performance and practice.
6. Demonstrated ability to initiate and coordinate continuous quality improvement and best practice projects.
7. Demonstrated understanding of resource management including finance, human resources and assets.
8. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment, people management and service delivery.
9. Current and valid drivers licence

### Desirable selection criteria

1. Possession of or significant progress towards postgraduate qualifications in management.
2. Understanding of multicultural health issues or vulnerable populations.
3. Computer and IT skills.

### Appointment to this position is subject to the following:

- 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 in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.



## Certification

Created on	Last Reviewed	CAHS HR Registered
<a href="#">Insert date</a>	<a href="#">3/08/2023</a>	<a href="#">3/08/2023</a>

I verify that the details in this document are an accurate reflection of the requirements of the position.

\_\_\_\_\_  
Manager / Supervisor

\_\_\_\_\_  
Signature or HE Number

\_\_\_\_\_  
Date

As an Occupant of this position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

\_\_\_\_\_  
Occupant Name

\_\_\_\_\_  
Signature or HE Number

\_\_\_\_\_  
Date

