



Registered Nurse Position Description

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| Reports to | Clinical Manager |
| Date Reviewed | January 2022 |
| Direct Reports | Nil |

Position Objective

The role of the Registered Nurse is to enhance the clinical services provided to clients of Wirraka Maya by providing high standards of primary health care and education which improves the health outcomes of Aboriginal people in the Port Hedland and outreach service communities serviced by Wirraka Maya Health Service Aboriginal Corporation.

1. Position Responsibilities

| Key Result Area (KRA) | Key Performance Indicators (KPI) | Measures |
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| Clinical and other services | <ul style="list-style-type: none"> • Provide and initiate primary health care clinical services to the standards outlined in WMHSAC clinical guidelines and policies; • Provide advice, education and referrals as necessary in accordance with WMHSAC clinical guidelines and policies; • Ensure wound management is applied according to the standards outlined in WMHSAC clinical guidelines and policies; • Assist General Practitioners with procedures which meet the WMHSAC clinical guidelines and policies; • Collaborate closely with General Practitioners and visiting specialists to ensure the delivery of standards of care which meet WMHSAC clinical guidelines and Policies; • Participate in the development of care plans which enables the comprehensive access of services for clients and which meet their health care needs; • Participate in case conferencing as necessary which enables effective care plans to be developed for clients in accordance with WMHSAC clinical guidelines and policies; • Work collaboratively with other clinic staff and SEWB staff to provide exceptional client care, appropriate referrals, call backs and documentation which meets WMHSAC clinical guidelines and policies | <ul style="list-style-type: none"> • All care meets WMHSAC clinical standards, guidelines and policies; • Evidence of advice, education and referrals; • Nil breaches of wound management procedures; • Zero breaches of WMHSAC clinical guidelines and policies; • Evidence of collaboration with General Practitioners and other staff including treatment room, clinic & SEWB; • Care plans in place for all clients; • Evidence of case conferencing; • Treatment room stock maintained; • Recalls up to date and completed in accordance with organisational policy and procedure; • Attendance at Warralong clinic where required; • Evidence of vaccine and injections in accordance with organisational policy and procedure. |

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| | <ul style="list-style-type: none"> • Work collaboratively with other treatment room staff to provide client care in the treatment room; • Maintain treatment room stock according to policy and procedure, ensuring stock is in date, and stock audits are performed in a timely fashion; • Complete the recalls as per policy and procedure; • If required, attend outreach clinic at Warralong community; • Administer vaccines and injections in line with the medication safety standard. | |
| Education and Health Promotion | <ul style="list-style-type: none"> • Work in collaboration with other staff at Wirraka Maya and take a leadership role in designing and implementing education and health promotion programs for clients and the community; • Work in collaboration with other staff at Wirraka Maya and participate in chronic disease management of clients and provide education to clients and families on care, chronic disease management and prevention; • Work in collaboration with other staff and participate in care planning of clients which meet WMHSAC clinical guidelines and policies; Provide education and training to other health service staff on the health needs of clients of the service which facilitates efficient and effective provision of health care of clients. | <ul style="list-style-type: none"> • Evidence of designing and implementing education health programs for clients and the community; • Evidence of participation in the management of chronic disease clients including providing education to clients and families regarding chronic disease care and prevention strategies; • Evidence of involvement of care planning; • Evidence of staff education and training with other staff. |
| Vaccine Storage Management | <p>Understand and adhere to the policies developed in regards to cold chain management;</p> <ul style="list-style-type: none"> • Maintain communication with the vaccine support service of Hedland Health Campus Population Health Unit. | <ul style="list-style-type: none"> • Zero breaches of vaccine storage guidelines. |

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| Reporting and Data Management | <ul style="list-style-type: none"> • Ensure a clear understanding of WMHSAC reporting requirements as relevant to the position; • Assist the Clinic Manager with completion of relevant reports to meet contractual obligations. | <ul style="list-style-type: none"> • All reports are completed on time and to the required standard; <p>Funding reports completed on time and to required standard.</p> |
| Professional Responsibilities: | <ul style="list-style-type: none"> • Maintain the highest standards of professional conduct in accordance with WMHSAC clinical standards and policies; • Participate in and contribute to the fulfilment of operational needs of the organisation as they arise and the successful outcomes of the organisation by following clinical guidelines, standards and procedures; • Participate in clinic team meetings and all-of-service staff meetings when on site; | <ul style="list-style-type: none"> • Zero breaches of WMHSAC clinical standards and policies; • Attendance at staff meetings when on site. |
| Commitment to Values and Behaviours | <ul style="list-style-type: none"> • Respect: We treat everyone with courtesy and have regard for their dignity; • Integrity: We always act with honesty and are accountable for our actions; • Leadership: We display and model positive influence towards others; • Innovation: We encourage new and better ways of doing things; • Customer Focus: Our Stakeholders are at the core of everything we do; • Teamwork: We develop relationships which enable us to help one another. | <ul style="list-style-type: none"> • Positive feedback regarding demonstration of values and behaviours; • Nil negative feedback regarding failure to demonstrate values. |
| Quality Improvement Activities | <ul style="list-style-type: none"> • Take a leadership role in continual quality improvement in the delivery of client services; • Ensure all standards are maintained consistent with evidence based best clinical standards as applicable to the role of Registered Nurse. | <ul style="list-style-type: none"> • Evidence of review and assessment of client care services and/or the introduction of improved services; • Zero breaches of WMHSAC clinical care standards and guidelines. |

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| Infection Control | <ul style="list-style-type: none"> Maintain infection control principles, policies and procedures at all times and demonstrate leadership in infection control. | <ul style="list-style-type: none"> Nil breaches of infection control policies and procedures. |
| Health and Safety | <ul style="list-style-type: none"> Ensures compliance with health and safety policies and procedures which reduces risk, employee incidents and injuries. | <ul style="list-style-type: none"> No breaches of health and safety Policies and procedures. |
| Other duties | <ul style="list-style-type: none"> Other duties as requested by Line or Senior Manager. | <ul style="list-style-type: none"> Other duties completed as required and to set timeframes. |

Work Related Requirements/Selection Criteria

Essential

- Registered Nurse qualifications;
- Current and unrestricted APHRA registration with at least 3 years post graduate experience in nursing;
- Immunisation certified;
- Complete COVID 19 vaccination training
- Excellent verbal communication skills;
- Excellent written skills including report writing;
- Experience working autonomously and in a team;
- Demonstrated ability to use Microsoft word and excel programs;
- National Police Clearance;
- Fully vaccinated against COVID-19;
- Western Australia Working with Children Check Card.

Desirable

- Experience in community, remote or Aboriginal health;
- Communitcare experience.

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| Employee Name: | | Senior Manager Name: | |
| Employee Signature: | | Senior Manager Signature: | |
| Date: | | Date: | |