**JOB DESCRIPTION FORM**

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| **1. GENERAL DETAILS** |
| Position Title | Registered Nurse – Paediatric Primary Care |
| Area/Unit | Maternal & Child Health |
| Reports to | Health Operations Manager |
| Award | Nurses Award 2020 |
| Employment type | Full time  |

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| **2. POSITION OVERVIEW:** |
| * Provide primary health care services to clients at the clinic and in the community focusing on from 0 to 4 years of age.
* Assess and manage acute presentations of children to the clinic following the Kimberley Sick Child Protocols.
* To coordinate the visiting Paediatrician’s lists, support the clinic and arrange follow up where needed.
* To work closely with other organisations and services including Allied Health, Community Health, DCPFS, etc.
* Ensure the focus of care is on the needs of Aboriginal clients within the context of their cultural identity and social circumstances.
* To work as part of the OVAHS team in providing a quality and client focused environment.
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| **3. PREREQUISITES AND KEY SELECTION CRITERIA** |
| Essential | 1. Current registration with the Australian Health Practitioners Regulatory Authority – (AHPRA) as a Registered Nurse with at least 2 years post graduate nursing experience, a paediatric setting.
2. Practice within clinical standards and quality of care, which is effective, efficient and in accordance with best practice and agreed standards and policies.
3. Demonstrate knowledge of Aboriginal Community Controlled Health Organisations.
4. Demonstrate effective interpersonal skills, written and computing skills.
5. Demonstrate incorporation of quality and risk management within practice.
6. Can function as a team member and the capacity to work without supervision.
7. Demonstrated knowledge, competence and attitudes required to provide Primary Health Care nursing within a patient centred and culturally appropriate approach to care.
8. Are able to work for short periods under extreme weather conditions when on outreach and community visits.
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| Desirable | 1. Possession of or progression towards an appropriate post-graduate qualification in Child Health.
2. Previous experience in primary health care
3. Able to produce a current driver’s license
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| **4. LEGAL COMPLIANCE** |
| * Able to produce a current National Police Clearance (within previous 30 days).
* Able to produce a current and valid Working with Children’s Check
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| **5. POSITION DUTY STATEMENT** |
| 1. Be accountable for the safe, efficient, and effective use of resources, including assisting with forwards planning for OVAHS.
2. Participant in developing and implementing programs to enhance the health and wellbeing of children 0 to 15 years of age.
3. Perform clinical duties, as part of the maternal and child health team, in all areas of the health service.
4. Perform Medicare benefits schedule items for health checks (715), GP management plans (721,723) for children 0 to15 years of age. DOH Enhanced Aboriginal Child Health Checks for children 0 – 5 years.
5. Provide education to clients in disease prevention, management of health conditions and treatment requirements.
6. Work within your level of professional competency and seek advice and clinical guidance from senior clinical staff as required.
7. Be prepared to share your clinical knowledge and expertise with other staff members.
8. Follow OVAHS clinical policies and procedures.
9. Participate in the development, presentation, evaluation and written reports of health programs and services.
10. Participate in ongoing training by OVAHS and other agencies as required.
11. Promote OVAHS service areas: Sexual Health, Maternal and Child Health, Women’s Health and the Social Support Unit services to clients and initiate referrals.
12. Provide support and assistance to visiting Specialists, Allied Health Staff and other health agencies.
13. Work with external agencies to deliver best practice client care including: Community Health, Mental Health, Department of Child Protection, Environmental Health, Home and Community Care, Home Care Nurse and Hospital Services.
14. Assist in client follow up and liaise with other agencies when necessary.
15. Liaise with the Specialist Clerk to organise referrals to allied health clinics.
16. Maintain a clean and hygienic environment in the clinic and participate in maintaining, restocking, calibrating and replacing clinic stores and equipment.
17. Work within the parameters of OVAHS OHS policies and procedures including Infection Control, Emergency Evacuation, Outreach and Remote Visits and reporting of Incidents, Accident and Near Misses (and Hazards)
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| **6. ALL STAFF DUTY STATEMENT** |
| **General Duties** * Follow the policies and procedures documented in the OVAHS Quality Management System (QMS) and practice in accordance within guidelines, standards, code of ethics/conduct and statutory requirements applicable to your role as an OVAHS employee.
* Behave in a manner appropriate and respectful to local culture including gender sensitivities during work time and while representing OVAHS in the community.
* Participate in professional development activities and supervision as required.
* Undertake specific after-hours work, including attendance at training as required.
* Attend internal and external meetings as requested.
* Undertake relevant and appropriate multi-functional duties.
* Report relevant clinical cases or issues to line manager which may have possible legal implications.
* At all times maintain a professional relationship with patients, other employees, and visitors to OVAHS.
* Promote positive public relations with patients, peers, government and non-government agencies and services to achieve equitable outcomes for patients.
* Perform other duties as directed by Senior Management.

**Governance: Organisational Safety and Quality Requirements*** Participates in the maintenance of a safe work environment and recognises acts on risks.
* Participates in an annual performance development review.
* Supports the delivery of safe and effective patient care and the consumers’ experience including participation in continuous quality improvement activities in accordance with the requirements of the ISO 2015: 9001 and RACGP Accreditation and the delegations on the Quality Management System (QMS).
* Completes mandatory training (including safety and quality training) as relevant to role.
* Performs duties in accordance with credentialing, Government Standards of Health Care Provision, OVAHS Organisational and,

Area / Program specific policies and procedures.* Abides by the OVAHS Code of Conduct, National Health Practitioners Boards’ Codes and Guidelines, Occupational Safety and Health Legislation,

Disability Services Act, Road Traffic Act and the Equal Opportunity Act.  **Governance: Cultural Safety and Quality Requirements*** Participate in cultural safety and competence training and staff development.
* Respect and abide by the direction of Aboriginal employees in matters related to cultural safety.
* Support language access and communication.
* Forward grievances and complaints to allocated Senior Aboriginal employee.
* Support the input and participation, from the Aboriginal community and patients, in the development of continuous quality improvement

in culturally safe services.**Administrative Duties** * Maintain statistics, administrative records, and client documents as per OVAHS policies and procedures.
* Produce report for OVAHS and funding bodies as required.
* Ensure maintenance of equipment and resources, including clinical equipment, IT equipment, vehicles, and phones.
* Perform office duties including, but not limited to, photocopying, faxing, laminating, processing paperwork and produces minutes for meetings as requested.
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| ***NOTE:*** *This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.* |
| **7. Certification**  |
| The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.Name:Position: **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_**Name: Sharon BenningPosition: Chief Executive Officer**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_** |

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| **NAME** | **DATE APPOINTED TO POSITION** | **SIGNATURE** | **DATE** |
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