



West Wimmera Health Service

Position Description

Position:	Community Health Nurse and Immuniser
Location:	WWHS site/s as agreed depending on position
Reporting to:	Executive Manager Community Health
Division:	Community Health
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020
Level:	Dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Total Care - *delivering care that is safe, effective and person-centred, always*

Safety – *providing a safe workplace and services free from avoidable harm*

Unity - *working well together in a great place to work*

Accountability - *doing the right thing by our stakeholders and ourselves*

Innovation – *using our imagination - if there's a better way we will find it*

Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">All WWHS Employees	<ul style="list-style-type: none">Medical PractitionersClients/CarersCommunity MembersOther Service Providers

Position Overview:

To provide quality care and appropriate and efficient nursing services to Community Health Centre clients, assist with co-ordinated care and provide appropriate referral internally and externally across a range of multi-disciplinary services.

To achieve the standard of client care required under AHPRA regulations and policies, in line with the philosophies and objectives of West Wimmera Health Service.

Key Selection Criteria:

Essential:

1. Registered Nurse qualification and current registration with AHPRA.
2. Demonstrated ability to work as a member of multi-disciplinary team with highly developed interpersonal, communication and organisational skills.
3. Has certificate in "Understanding Vaccines and the National Immunisation Program" or equivalent.
4. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check).
5. Victorian Driver's Licence.
6. The ability to provide comprehensive and coordinated nursing services in the general practice setting.
7. The ability to provide sensitive practice in response to client diversity.
8. A proven ability in case management or in undertaking GP management plans.
9. Competence in using computer programs including Microsoft Office Software, Excel, Outlook and other databases relevant to the practice area.

Desirable:

1. Demonstrates clinical expertise and problem solving ability for autonomous community based care.
2. Has a knowledge and understanding of service coordination principles and practice as described by Home and Community Care, Department of Veteran Affairs, Active Service Model and / or other state funded directional papers.
3. Ability to assess, negotiate, and evaluate multidisciplinary care plans for clients/ carers for service coordination and independence maintenance needs.

Key responsibilities:

- Provide clinical nursing services with the Community Health Centre.
- Undertake health assessments and contribute to other care arrangements for clients in collaboration with other staff and relevant external agencies.
- Assist with the development and implementation of community health programs and initiatives, incorporating health promotion and the social model of health within West Wimmera Health Service.

- Liaise with other key organisations, networks and working groups as required and determined to be appropriate.
- Assist the organisation with data collection and research initiatives as required.
- Build an understanding of the broad range of programs and services provided by West Wimmera Health Service and other agencies, sufficient to refer and connect patients to complementary services beneficial to their health and wellbeing.

Statement of duties:

Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to West Wimmera Health Service Vision, Values, and Strategic Directions.
- Disseminate information, as appropriate, and with consent, to other service providers to facilitate a team approach to the clients' care.
- Positively promote the organisation internally and externally.

Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members, clients/customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Direct Reports:

Clinical Manager Community Nursing.

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By Executive Director Community Health	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: