



West Wimmera Health Service

Position Description

Position:	Clinical Support Nurse
Location:	Will be required to work across all sites as mutually agreed upon
Reporting to:	Executive Director of Clinical Services/Clinical Operations Manager.
Division:	Clinical Services
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Level:	Educator Year 1 – YW4

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 kilometer 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">• Employees• Manager• Executive Director• Patients• Visiting Medical Officer's• Students• Graduates	<ul style="list-style-type: none">• Community• Consumers• Consultants• Visitors

Position Overview:

The Clinical Support Nurse is responsible for providing direct clinical support and instructions to and mentoring graduates, newly appointed or less experienced team members to develop high quality clinical care skills.

Key Selection Criteria:

Essential:

1. Effective communication and organisational skills
2. Worker screening clearance – police check, working with children check and NDIS Worker Screening Check (Applicable to disability support and service providers only).
3. Evidence of completed COVID-19 Vaccination.
4. Current AHPRA registration as a Registered Nurse.
5. Clinical experience at or beyond Grade 2 Year 4.
6. Ability to work both independently and in a team environment.
7. Hold a Certificate IV in Workplace Training and Assessment, or working towards
8. Victorian Driver's Licence.

Desirable:

9. Demonstrate knowledge of accreditation programs such as aged care, acute and community and related legislation.
10. Relevant post graduate education.

Key responsibilities:

- This position takes a leadership role in supporting Graduate nurses, team members undertaking traineeships, undergraduates and postgraduate students.
- Assist all team members with clinical competency assessment and follow up.
- Acts as a resource in problem solving patient/resident care issues.
- Works with the Nurse Unit Manager/senior nursing staff to identify and provide clinical support to resolve nursing team performance issues.

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.
- Contribute to the development of nursing practice in response to current nursing research/trends and patient needs.
- Provide current clinical input into the development of clinical standards as they relate to patient care and nursing practice.
- Act as a mentor for clinical preceptors.
- Participate in orientation of team members as required.
- Participate and provide support in accreditation and national standards activities as directed.
- Participate when necessary in the delivery of direct patient care.
- Recognise and seek assistance from other relevant team members when tasks fall outside of ability or area of responsibility.
- Where issues are unclear or beyond own abilities and qualifications seek assistance and clarification.
- Knowledge of contemporary clinical care issues across aged, acute and community health.
- Strong organisational skills that reflect the ability to perform and priorities multiple tasks seamlessly with excellent attention to detail.
- Good written and verbal communication skills, including computer skills and excellent time management.
- Demonstrate ability to interact with team members and students from different educational levels and cultural backgrounds.
- Have an understanding of living and working within small rural community.
- Commitment to and willingness to participate in continuing training and education related to area of employment.
- Maintaining and strengthening West Wimmera Health Service business and service quality, and capability and competence of all team members.
- Any other associated duties as delegated by the Nurse Unit Manager at any time

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 Clinical Services.
- 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.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.

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 (relevant team members, 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.

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 Clinical Executive	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: