



# Job Description Form



Community | Compassion | Quality

Integrity | Equity | Curiosity

## Position Title

Position number: CH615566

## Clinical Nurse - Staff Health and Wellbeing

### People, Capability and Culture

People Capability and Culture is a newly formed Directorate incorporating Human Resource Services, Industrial Relations, Integrity, Learning and Development, Work Health, Safety and Wellbeing. The Directorate takes a leadership role across WACHS to drive and deliver strategies that enable, support and promote the development and enhancement of a capable and sustainable health care workforce. The People, Capability & Culture Vision is “We are recognised as leaders enabling high performing, innovative, proactive workforce services - delivering effective quality outcomes”.

### About the WA Country Health Service

#### Our Strategic Priorities



#### Our Values

##### Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

##### Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

##### Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

##### Integrity

We bring honesty, collaboration and professionalism to everything that we do.

##### Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

##### Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

## Directorate overview

The Work Health Safety and Wellbeing directorate are focused on creating a healthy and dynamic safety culture that enables staff to make a positive contribution to their workplace. We provide specialist advice in the areas of injury prevention, wellbeing, safety system assurance, security and risk management. We work closely with all areas of the organisation to formulate strategies and new initiatives to facilitate continuous improvement and maintain a safe, healthy working environment for all WACHS staff.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

## Position Details

Position Number:	CH615566	Registration Date:	February 2024
Classification:	RN Level 2	Location:	Central Office
Award / Agreement:	Nurses and Midwives Agreement		
Organisational Context:	Work Health, Safety and Wellbeing		

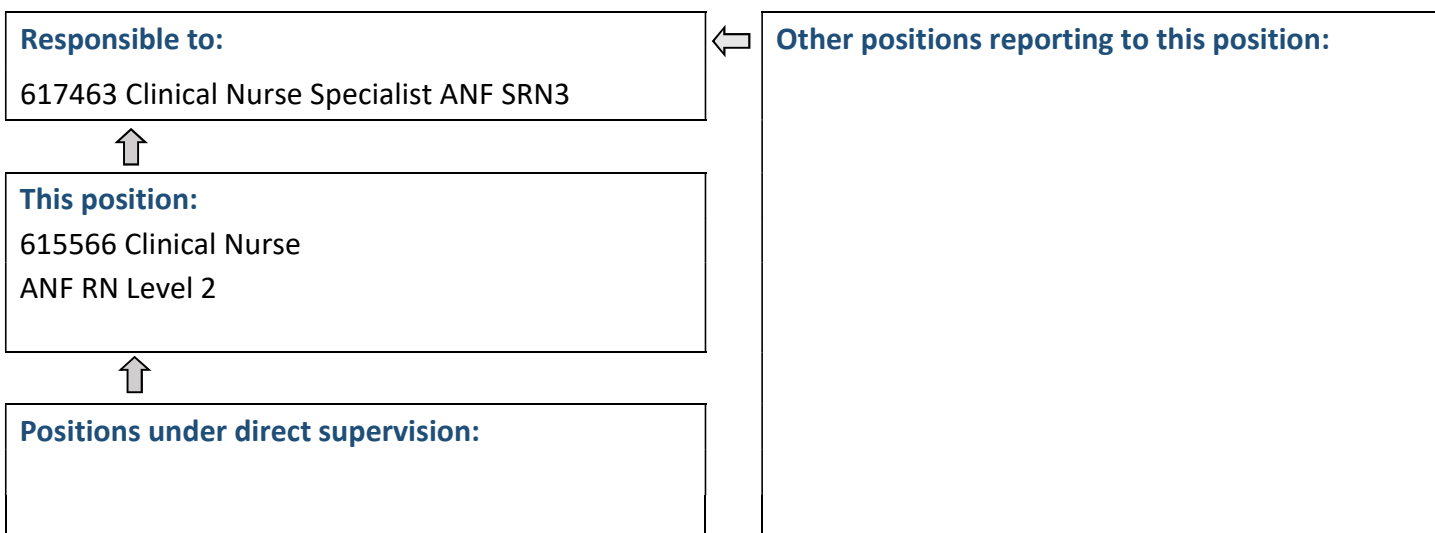
## Position Overview

This position is responsible for facilitating the delivery of a comprehensive staff occupational health service at WA Country Health Service (WACHS).

Provides quality care to WACHS employees, assisting with the development of standards of practice, implementing changes to clinical practice as required, initiating quality improvement activities and the provision of a consultation service within the area of occupational health, fitness for work and pre-employment health assessments to all employees within WACHS.

Assists with projects and initiatives within the department. Service provision will be in accordance with Department needs; regional travel may be required in this role.

## Reporting Relationships



## Key Duties/Responsibilities

1. Complies with and maintains registration requirements of the Nursing and Midwifery Board of Australia (NMBA) and practices in accordance with the NMBA standards for practice for the Registered Nurse.
2. **Pre-Employment Health Assessments and Fitness for Work**
  - 2.1. Provide timely and appropriate assessment and follow up for Pre-Employment Health Assessments (PEHA) for WACHS employees state-wide including:
    - 2.1.1. Assessing fitness for work (FFW) specific to proposed job description and job demands.
    - 2.1.2. Assessing immunisation history and screening requirements for compliance with binding WA Health policy framework.
    - 2.1.3. Appropriately escalating PEHA's and FFW assessments to the Clinical Nurse Specialist as required.
    - 2.1.4. Liaising with stakeholders (i.e. Anita Clayton Centre, PathWest, Regional Private Occupational Medical Services) to ensure a streamlined PEHA and FFW service.
  - 2.2. Assisting with FFW assessments and referrals for prospective and current employees.
  - 2.3. Liaises with employees, management, medical/health practitioners, WACHS Injury Management and other stakeholders (including regional Infection Prevention and Control [IPC] units) regarding the ongoing management of employee FFW.
  - 2.4. Ensures PEHA and FFW assessments are undertaken with confidentiality, without discrimination and in-line with WACHS commitment to building a diverse and inclusive workforce.
  - 2.5. Provides working knowledge of staff pre-employment and fitness for work screening protocols.
  - 2.6. Maintains confidential employee medical information in accordance with WA Health Policies.
3. **Staff Screening and Immunisations**
  - 3.1. Assists and participates in the organisation and delivery of the annual staff influenza program.
  - 3.2. Supports appropriate infection prevention and control (IPC) protocols and practices relating to staff contact tracing and screening.
  - 3.3. Provides knowledge of current immunisation practices, protocols and schedules relating to health care workers in accordance with Australian Immunisation Handbook recommendations.
  - 3.4. Provides relief support as requested for on-site WACHS Central Staff Immunisation clinics including:
    - 3.4.1 Ordering and management of vaccines – including cold chain management.
    - 3.4.2 Stock management.





#### 4. Staff Health and Wellbeing

- 4.1. Undertakes other staff health and wellbeing duties including hand care, health surveillance, assists with education and training, leads health promotion programs and assists with hazard and incident investigations which may impact on the physical and / or psychological health of employees.
- 4.2. Provides clinical assessment to employees face-to-face or via Telehealth.
- 4.3. Maintains clinical records / employee related documentation as relevant.
- 4.4. Provides clinical support to medical, nursing, allied health care professionals and non-clinical staff in the area of speciality at a Health Service level.
- 4.5. Identifies gaps in Staff Health program coverage and initiates quality improvement activities to fill these gaps.

#### 5. Governance, Safety and Quality

- 5.1. Abides by the WA Health Code of Conduct, Work Health and Safety legislation, the Disability Services Act and the Equal Opportunity Act.
- 5.2. Completes mandatory training (including safety and quality training) as relevant to role.
- 5.3. Performs duties in accordance with Government, WA Health, WACHS and Departmental/Program specific policies and procedures.
- 5.4. Maintains excellence in interpersonal skills and leadership with all customers of the position.
- 5.5. Ensures they take reasonable care to ensure their own safety and health at work and to avoid adversely affecting the safety or health of any other person through any act or omission at work.
- 5.6. Participates in an annual performance development review.
- 5.7. Performs a leadership role in continuous safety and quality improvement activities, and ensures services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.8. Assist with regular audits of unit activities and staff health database.
- 5.9. Carries out duties ensuring high standard of consumer focused, evidence-based care delivery.
- 5.10. Facilitates clinical activities and performs higher duties (commensurate with experience) as required, including undertaking appropriate escalation of care or concern for support.
- 5.11. Uses technology to improve practice and enhance learning and patient care, including supporting use of telehealth services.

#### 6. Other

- 6.1. Other duties as required.



## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Certification or working towards a Department of Health Immunisation Certificate (or equivalent) with a sound understanding of the Australian Immunisation Schedule and the Western Australian Immunisation Schedule, including recommendations for groups at risk.
3. Demonstrated advanced knowledge, recent experience and leadership in area of Work Health & Safety.
4. Demonstrated well developed consultation, facilitation and negotiation skills, including the ability to establish and maintain effective working relationships.
5. Demonstrated knowledge and application of quality improvement initiatives.
6. Well-developed verbal and written communication skills.

### Desirable

1. Possession of (or working towards) a relevant post-graduate qualification.
2. Knowledge and experience in risk management and quality improvement programmes.
3. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

## Appointment Pre-requisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check

WA Country Health Service –  
Central Office

28 February 2024  
REGISTERED

