



## ORD VALLEY ABORIGINAL HEALTH SERVICE

Aboriginal Corporation

ICN 275

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### JOB DESCRIPTION FORM

#### 1. GENERAL DETAILS

Position Title	Registered Nurse – Sexual Health Nurse
Area/Unit	Clinic
Line Manager	Health Operations Manager
Award	Enhanced Syphilis Response Program- Funded position
Employment type	Full time

#### 2. POSITION OVERVIEW:

- Increase testing of Sexually Transmitted Infections (STI) and Blood Borne Viruses (BBV) for OVAHS clients in response to a Syphilis outbreak and endemic levels of other STIs.
- Support the existing comprehensive primary health care approach and improve processes to address STI screening, management and education.
- 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.

#### 3. KEY SELECTION CRITERIA

Essential	<ol style="list-style-type: none"><li>1. Current registration with the Australian Health Practitioners Regulatory Authority – (AHPRA) as a Registered Nurse with at least 2 years post graduate nursing experience.</li><li>2. Experience in sexual health and/or primary health care nursing.</li><li>3. Experience in the planning, provision, management and evaluation of sexual health services within an Indigenous primary health care setting.</li><li>4. Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas.</li><li>5. Ability to conduct training and education sessions to a range of audiences including young people, health professionals, and community members.</li><li>6. Demonstrate knowledge of Aboriginal Community Controlled Health Organisations.</li><li>7. Demonstrate knowledge of the Medicare Benefits Schedule.</li><li>8. High level of integrity in maintaining both organisational and client confidentiality.</li><li>9. Demonstrate effective interpersonal, written, verbal communication and computing skills.</li><li>10. Ability to work independently and/or collaboratively as part of a team in clinic and remote settings.</li><li>11. Are able to work for short periods under extreme weather conditions when on outreach and community visits.</li></ol>
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	12. Current C class WA driver's license and willing to travel by 4WD independently off road
Desirable	<ol style="list-style-type: none"> <li>1. Post Graduate studies in sexual health.</li> <li>2. Experience in or willing to develop, implement and evaluate community based health promotion programs and health promotion resources for use in cross cultural settings.</li> </ol>

#### 4. LEGAL COMPLIANCE

- Able to produce a National Police Clearance
- Able to produce a Working with Children's Check
- Able to produce a current driver's license

#### 5. POSITION DUTY STATEMENT

##### **Clinical Practice**

- Supports and promotes the integration of STI testing into routine primary health care, including adult health checks.
- Provides evidence based STI/BBV clinical management to symptomatic clients and named contacts including testing, treatment, contact tracing and follow-up.
- Practise according to the Silverbook WA STI/BBV management guidelines, the Kimberley STI guidelines and the National program guidelines for Point of Care Syphilis testing.
- Work with a designated Community Liaison Officer to improve contact tracing processes and completeness in a culturally competent manner.
- Utilise point of care technology to test for Syphilis, Chlamydia and Gonorrhea.
- Manage the TTANGO machine by ensuring calibration checks are completed and new clinical staff are trained in its use.

##### **Partnerships, planning and management**

Collaborate with key stakeholders to:

- Develop strategies for increasing STI/BBV screening at a local level, particularly individuals at risk that have not been screened or are under-screened.
- Maintain networks and contribute to planning forums, steering groups and consultancies in order to assist with the regional sexual health program.
- Provide appropriate and relevant feedback to the OVAHS Health Operations Manager, KAMS Population Health Unit and local and regional communities.

##### **Health promotion and prevention, community awareness and health literacy**

- Facilitate community based health education regarding risk, prevention and management of STI/BBV

##### **Data collection and monitoring**

- Record relevant information in MMEX to ensure completeness and reliability of

reporting

- Maintain clinical level process to ensure completeness of contact tracing.
- Collect and submit relevant data and information pertaining to this position for reporting purposes as required by OVAHS/KAMS and relevant funding bodies.

### **Workforce development**

- Be available to meet annually with the Health Operations Manager to carry out regular performance appraisals.
- Participate in ongoing professional development to maintain sexual health and primary health care related skills and knowledge.
- Orientate new staff to ensure the ongoing integration of sexual health care delivery into all clinical roles.
- Act as a clinical resource to support and develop other members of the health team.
- Support the widespread uptake, implementation and revision of the Kimberley Sexual Health Protocols including the development of new protocols as required.

### **Evaluation**

- Ongoing evaluation of screening coverage and uptake for OVAHS client population.
- Seek feedback from the community and target groups in regards to planning, implementation and evaluation of any strategies developed.
- Work with the Regional Sexual Health Coordinator to regularly feedback progress the funding body.

### **General**

- Be accountable for the safe, efficient and effective use of resources, including assisting with forward planning for OVAHS
- Manage recall lists for clients with STIs.
- Contribute to Medicare benefits schedule items.
- Work with external agencies to deliver best practice client care including: Community Health, Department of Child Protection and Hospital Services.
- Visit OVAHS remote clinics (Glen Hill and Doon Doon) to increase STI screening opportunities and provide primary health care.

## **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.

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: Graeme Cooper

Position: Chief Executive Officer

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

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.

<b>NAME</b>	<b>DATE APPOINTED TO POSITION</b>	<b>SIGNATURE</b>	<b>DATE</b>