



KAMS

Kimberley Aboriginal Medical Services Ltd

JOB DESCRIPTION FORM: Kutjungka Health Centre Manager

Position title: Kutjungka Health Centre Manager

Reports to: Executive Manager Remote Services

Supervision of: Kutjungka Health Centres remote area staff

Award: Nurses Award

Classification: Remote Area Nurse SNR3

About Kimberley Aboriginal Medical Services:

KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS), providing a collective voice and support for a network of member ACCHS from towns and remote communities across the Kimberley region of Western Australia.

KAMS was first established in 1986 as a cooperative between the Broome Regional Aboriginal Medical Service (BRAMS) and the East Kimberley Aboriginal Medical Service (EKAMS) now the Ord Valley Aboriginal Health Service (OVAHS) with membership expanding to Halls Creek health service committee and Fitzroy Crossing community representatives. These communities saw the benefit of sharing pooled resources and collective effort in the region

KAMS provides a wide range of services including: Financial and accounting; Regional population health programs; Social and Emotional Well Being Support; Health Promotion; Information Communication Technology Support; Corporate Services; Accredited health training and education and Research.

While the major role is in regional advocacy and support for member services, KAMS also provides comprehensive primary health care services in the remote communities of Beagle Bay, Bidyadanga, Balgo, Mulan and Billiluna. In 2014 KAMS established Kimberley Renal Services Pty Ltd to manage the provision of regional renal support and dialysis services in Broome, Derby, Kununurra and Fitzroy Crossing.

KAMS is a member of the Aboriginal Health Council of WA (AHCWA – www.ahcwa.org) and of the National Aboriginal Community Controlled Health Organisation (NACCHO – www.naccho.org.au).

Our vision is to:

Improve the health and wellbeing of Aboriginal people in the Kimberley. We will achieve this vision by:

- Supporting our member services to be strong, independent and effective ACCHO's
- Ensuring we provide quality preventative and primary healthcare services to communities we service
- Providing leadership and advocacy on Kimberley Aboriginal health issues
- Ensuring we are an effective, accountable and sustainable organisation
- Building a skilled and sustainable Kimberley Aboriginal health workforce

Our mission is to ensure:

We are managed and controlled by Kimberley Aboriginal people, are locally and nationally recognised as an effective advocate for the Kimberley Aboriginal health sector and provide and support the provision of effective holistic and culturally appropriate primary health care services for Kimberley Aboriginal people.

We define Aboriginal Health as:

Not just the physical wellbeing of an individual, but the social, emotional and cultural wellbeing of the whole community in which each individual is able to achieve their full potential as a human being, thereby bringing about the total wellbeing of their community. It is a whole of life view and includes the cyclical concept of life-death-life.

Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds.



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Position Summary:

The Kutjungka Health Centres Manager will be a Remote Area Nurse and will be required to provide management and leadership to the Kutjungka Health Centres staff (Balgo, Billiluna, Mulan), and work as part of a multidisciplinary team and be responsible for the delivery of a comprehensive primary health care service (including emergency care) within the Kutjungka region.

Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.

Relationships:

Internal

- All KAMS and Kimberley AMS staff

External

- All external stakeholders and visiting
-

Duty Statement and Key Responsibilities:

Key Responsibilities

Management and Leadership

- Lead a multidisciplinary team and coordinate external health service providers to provide a quality and comprehensive primary health care service to the community.
- Undertake the day to day operational management, staff supervision and coordination of health service delivery at the health centre.
- Manage the operational budget of the health centre in consultation with the Senior Remote Services Manager to ensure appropriate financial management and reporting of the health centre resources.
- Manage workforce requirements including recruitment, orientation, professional development, probation and performance appraisals, and mandatory training.
- Promote and support the role of the Aboriginal health workforce as crucial to improving health outcomes of Aboriginal people.
- Facilitate good communication and team dynamic to ensure all roles and responsibilities are understood, allocated, and clearly communicated.

Clinical Practice (25% of role is direct patient care activity, including equal share of 1st on-call roster)

- Coordinate and provide professional, evidence based primary health care to individuals, families and the community utilising a holistic and culturally acceptable approach.
- Practice according to the Kimberley Protocols, CARPA Standard Treatment Manual, KAMS policies and procedures, and relevant legislation in order to meet health care outcomes.
- Provide preventative health checks, deliver health education and promote health awareness, including coordinate the activities within assigned Health Programs / Portfolio's (e.g. Chronic Condition Program, Maternal and Child Health Program, Immunisation Program, School Health Program, Mens Health Program, Women's Health Program).
- Provide a 24/7 emergency care service, including emergency evacuations and urgent recalls, and contribute to the on-call roster.
- Maintain accurate clinical documentation by utilising the MMEx Clinical Information System to actively manage individual clients care according to Recalls, Tasks and Care Plans, and including documentation of emergency care.
- Plan and evaluate patient care in consultation with the multidisciplinary health care team and patients/families/community using effective interpersonal communication to streamline an integrated patient journey across all providers.
- Maintain a multi-disciplinary approach to health care and ensure the effective coordination of patient care.
- Ensure the use of a holistic approach to assessing clients and families and supporting and developing patient understanding of their condition, treatment and prevention strategies
- Demonstrate acknowledgment of the uniqueness of the community by facilitating initiatives and care in a culturally appropriate context.



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Quality Improvement

- Identify and develop systems and programs that will contribute toward overall quality improvement of the service
- Participate in and facilitate continuous quality improvement activities with ongoing monitoring and evaluation.
- Monitor and be responsible for data entry into the MMEx Patient Information System and maintain the security and quality of data.
- Actively identify and manage clinical risk according to KAMS guidelines and protocols.
- Participate in clinical audit activities related to clinical practice and improved patient outcomes.
- Maintain quality standards to meet accreditation requirements.
- Carry out six monthly client and stakeholder feedback evaluation of clinic service provision and provide feedback reports to appropriate KAMS senior management staff
- Be responsible for overseeing the maintenance of the clinical environment including equipment and consumable supplies.
- Promote cost effective practices amongst clinical staff and work closely with KAMS Asset Manager and KAMS Stores Officer

Workforce Development

- Ensure all staff are aware of and have access to existing clinical policies and procedures and adhere to these in their clinical practice
- Act as a clinical resource to orientate, support, mentor and develop new staff, students and other members of the health team.
- Participate in own performance review and development, and attend to health centre staff appraisals.
- Support workforce placements for health worker trainees, including Aboriginal Health Worker trainees, medical students, nursing students, administrative staff and other as appropriate
- Monitor overall staffing requirements and maintain a duty roster of health centre staff.
- Complete and oversee mandatory training requirements, including maintaining own competency in the essential professional development requirements for a Remote Area Nurse:
 - **Remote Emergency Care Course (REC)** – every 2 years
 - **Triage Emergency Care** - once
 - **Advanced Life Support (ALS)** – every year
 - **Pharmacotherapeutics** – every 5 years
 - **Immunisation Provider WA** – once plus yearly update
 - **4WD Course** once
 - **Ambulance Stretcher Training** once

Service Promotion, Planning, and Reporting

- Identify gaps and work collaboratively with service providers, local community councils and organisations to deliver relevant, appropriate and effective primary health care programs.
- Maintain stakeholder networks and contribute to planning forums, steering groups and meetings in order to assist with local health program development and priority setting.
- Provide appropriate and relevant feedback to the Senior Remote Services Manager, KAMS member services, KAMS remote clinics, and the local community as required.
- Participate in the development, implementation and review of operational plans in line with the strategic business planning for the KAMS remote health centres.
- Completion of all funding and operational reports required by management.
- Participate in the development, implementation and review of operational plans in line with the strategic business planning for the KAMS remote health centres.

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice



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Selection Criteria:

Essential

- Current registration with AHPRA as a Registered Nurse, with a minimum 5 years post graduate experience.
- Demonstrated advanced clinical leadership, change management and operational management skills as a nurse manager of a remote health centre.
- Demonstrated knowledge and understanding of the social determinants of health issues affecting indigenous people and how Primary Health Care principles apply in a remote Aboriginal community setting.
- Demonstrated knowledge and experience in the delivery of comprehensive primary health care, including emergency care.
- Demonstrated good understanding of cultural safety and a commitment to the principles of Aboriginal community controlled health services.
- Highly developed interpersonal, communication and report writing skills, including the ability to communicate effectively with aboriginal people.
- Evidence of professional development to meet the competency requirement of a Remote Area Nurse.
- Knowledge of quality improvement process, and legislation that governs nursing practice.
- Current National Police Clearance, WA Working With Children check
- Current C class WA manual driver's license and able to travel by 4WD and light aircraft when required.

Desirable

- Post-graduate qualification in health management or similar.

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

KAMS CEO

Signature: _____ Date: ____/____/____

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name of employee: _____

Date Appointed: ____/____/____

Signature: _____ Date: ____/____/____