



# Kimberley Aboriginal Medical Services Ltd

An Organisation of Aboriginal people, for Aboriginal people; controlled by Aboriginal people.

## JOB DESCRIPTION FORM

### POSITION IDENTIFICATION

**Effective date of document**

May 2012

**Award:**

Nurses Award 2010

**Award Type:**

**Title:** Remote Area Nurse

**Reports to:** Health Centre Manager

**Supervision of:**

#### **Relationships – Internal**

- All other KAMS departments

#### **External**

- Liaises with a variety of health services and specialists, member services, health related government agencies, patients and community members.

### **Duty Statement**

The Remote Area Nurse will be required to work as part of a team delivering coordinated and comprehensive Primary Health and emergency care to clients and their community.

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

### **Key Responsibilities**

#### **Clinical practice**

- Provide professional, evidence based primary health care to individuals, families and the community utilising a holistic and culturally acceptable approach.
- Practice according to KAMS endorsed guidelines (Kimberley Protocols, CARPA Standard Treatment Manual etc...), KAMS policies and procedures, and relevant legislation in order to meet health care outcomes.
- Provide preventive focused health care, 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, and contribute to the on-call roster.



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- Maintain accurate clinical documentation by utilising the MMEEx 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.

## Quality improvement activity.

- Participate in and encourage continuous quality improvement activities with ongoing monitoring and evaluation.
- Actively identify and manage clinical risk according to KAMS guidelines and protocols.
- Participate in clinical audit and reporting activities related to clinical practice and improved patient outcomes.
- Maintain quality standards to meet accreditation requirements.
- Actively participate in practice development and change management initiatives.
- Contribute to the review and development of clinical policies and procedures.
- Be responsible for maintenance of the clinical environment including clinic equipment and consumable supplies, to promote cost effective practices amongst clinical staff.
- Be responsible for data entry into the MMEEx Patient Information System and maintain the security and quality of data.
- Comply with relevant legislation, including professional standards and award provisions.
- Attend and participate in regular health centre team meetings.
- Support relevant research programs implemented in the region.

## Workforce development

- Participate in the performance review and development process.
- Monitor self-progress against workforce development plan.
- Participate in mandatory training and professional development requirements.
- Attend clinical supervision according to KAMS supervision policy.
- Act as a clinical resource to orientate, support, mentor and develop new staff, students and other members of the health team.
- Participates in professional nursing and multidisciplinary team meetings as required.
- Maintain the competency requirements of the Remote Area Nurse position. Some professional development requirements must be undertaken prior to the commencement of employment or as soon as possible after commencing employment, and maintained as scheduled:
  - **Remote Emergency Care Course or equivalent** – every 2 years
  - **Maternity Emergency Care Course or equivalent** – every 2 years
  - **Triage Emergency Care** - once
  - **Advanced Life Support (ALS)** – every year
  - **Pharmacotherapeutics Course**– every 5 years
  - **Immunisation Provider WA** – once plus yearly update
  - **4WD Course** – every 5 years
  - **Ambulance Stretcher Training** – every 2 years

## 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 networks and contribute to planning forums, steering groups and consultancies in order to assist with local health program development and priority setting.
- Provide appropriate and relevant feedback to the Health Centre Manager, Senior Remote Services Manager, KAMS member services, and the local community.
- Contribute to the 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



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planning for the KAMS remote health centres.

## Selection Criteria

### **Essential:**

- Current registration with AHPRA as a Registered Nurse, with a minimum 5 years post graduate experience.
- 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.
- Demonstrated ability to work independently and work as an effective member of a team.
- 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:**

- Proficient in Microsoft Word and Excel
- Experience with clinical database systems



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## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

## About KAMS

[www.kamsc.org.au](http://www.kamsc.org.au)

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

Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).

The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.

KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.

The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce. KAMS's regional support includes:

- Population Health
- Social and Emotional Well Being
- Health Promotion
- Information Technology
- Pharmacy Support and Training
- Corporate and Financial Services
- Research
- Regional Renal Services
- Undergraduate and Postgraduate Medical Training

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