JOB DESCRIPTION FORM

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| Effective date of document | October 2019 |
| Award | 2010 |
| Award Type: | Nurses |

**POSITION IDENTIFICATION**

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| **Title:**  Clinical Nurse Specialist |
| **Reports to:** Renal Services Manager  **Supervision of:** Registered Nurses  Aboriginal Health Workers  Enrolled Nurses |
| **Relationships Internal:**   * All Kimberley Renal Services Staff * Kimberley Aboriginal Medical Services   **Relationships External:**   * Visiting Nephrology Specialist * Aboriginal Medical Services * Other members of the multidisciplinary team i.e. Dietitian, Podiatrist, other health care agencies * Western Australian Country Health Service (WACHS) * Service providers |
| **Duty Statement** |
| The Clinical Nurse Specialist (CNS) is the professional clinical lead within the Renal Health Centre and is responsible, alongside the Renal Services Manager, to ensure that professional standards, codes and behaviours that are legislated through Australian Health Practitioner Regulation Agency (AHPRA) and KRS policies are up-held.  The CNS position is a clinical leadership role responsible for; clinical outcomes and ensuring service provision is met by providing a holistic approach to renal health care patients.  The CNS in collaboration with the Renal Services Manager provides management and supervision of the clinical team and ensures professional development needs of all staff are met.  The CNS contributes to the development, implementation and evaluation of quality standards of renal practice, policies, procedures and guidelines. |
| **Key Responsibilities** |
| **Management of the clinical team within the Renal Health Centre**   * Works regular clinical shifts and provides leave cover as required. * Completes staff rosters for each shift on the basis of accreditation requirements, workload prioritisation and staff level of experience. * Provides high quality standards of patient care. This includes the assessment, planning implementation and evaluation of care in collaboration with multidisciplinary team. * Promotes high standards of nursing practice in line with relevant nursing legislation. * Ensures care is provided in a culturally sensitive manner. * Supports staff in their day to day clinical practice assisting with assessment and problem solving as required. * Encourage practice in the clinical area that promotes patient self-care and independence. * Promotes patient advocacy, health promotion and teaching. * Liaises with the local hospital regarding inpatient hemodialysis patients and dialysis sessions. * Communicates with the Renal Services Manager in regards to any clinical issues that arise. * Attends all scheduled and ad-hoc meetings or workshops, internal and external as required. * Ensures the day to day running of the Renal Health Centre falls within the requirements of the LARU licence. * Any other duties as required   **Coordinate the clinical management of the Renal Health Centre patients.** Ensure a high quality approach to care is provided, that promotes maximum independence and optimises quality of life for the dialysis patient.  * Encourages the staff to educate their primary patients monthly on current treatment and ongoing care planning. * Work with the Renal Services Manager and clinical nurses to assist staff in maintaining optimal health outcomes of their primary care patients, including assessment of monthly bloods, review sheets, patient education, and primary health care follow-up, access assessment according to unit policies and procedures and key performance indicators. * Is responsible for the preparation and coordination of the specialist haemodialysis renal clinics. * Ensure treatment changes are communicated to the primary nursing team, actioned appropriately and documented in MMEX. * Responsible for the ordering of all clinical/medical stores and supplies within the Renal Health Centre.   **Contribute to the education and skill development of renal staff in collaboration with the Renal Services Manager and Nephrology Educator**   * Support the development of a preceptorship program. * Contribute to staff assessment of skills against the competency based program. * Contribute to regular education of staff. * Contribute to the education of Aboriginal Health Workers through KAMS RTO delivering the renal care skills set as required.   **Contribute to the development and implementation of a KRS continuous quality improvement framework.**   * Work with the Renal Services Managers, KAMS Quality Coordinator, Infection Prevention and Control Coordinator, OSH Coordinator to develop, maintain and contribute Continuous Quality Improvement (CQI), OSH and infection control practices within the centre’s in accordance with accreditation requirements. * Allocates staff clinical portfolios and ensure that they are maintained to a high standard to enable CQI and ensuring accreditation requirements are met. * Participates in the evaluation of clinical systems and processes to ensure services are in line with the KAMS mission statement, cultural needs, and CQI practices.   **In collaboration with other KRS Renal Health Centre’s, coordinate the dialysis waiting list**  **and transfers of Kimberley patients**.   * Liaises with Royal Perth Hospital regarding the transfer of current hemodialysis patients to and from the Kimberley and communicate this information to the Renal Services Manager and relevant shift coordinators. * Ensures continuity of care and a seamless transfer of patients between Renal Health Centre’s, local hospitals and Royal Perth Hospital. * Liaise with all members of the multidisciplinary team to ensure safe and appropriate transfers.   **Reports and Budgets**   * Collation of data and preparation of reports as requested by the Renal Services Manager in a timely manner. * Work with the Renal Services Manager ensuring FTE is managed within the allocated budgets. * Prepares payroll summary of fortnightly payroll.   **Coordinates and manages workforce including recruitment, staff performance, staff development and staff training**   * With support from the Renal Services Manager, recruit to vacant positions. * Maintain and assist with the development of position descriptions, interview questions and reference check questions. * Performance management of direct staff. * Provide supervision and guidance to direct reporting staff. * Oversee the orientation of new staff to KRS * Ensure appropriate training and development opportunities are planned and executed for staff. * In collaboration with the Integrated Service Manager, assists with staff rosters for each shift. * Ensures care is provided in a culturally sensitive manner. * Supports staff in their day to day practice assisting with assessment and problem solving as required. * Promotes patient advocacy, health promotion and teaching. * Communicates with the Renal Services Manager in regards to any issues that arise. * Works closely with the Integrated Service Manager to ensure service delivery is met throughout the centre. |
| **Selection Criteria** |
| **Essential:**   * Eligible for national registration with the Australian Health Practitioner Regulation Agency. * Renal trained Registered Nurse with more than 5 years’ experience in provision of renal health care. * Advanced renal clinical skills, knowledge and experience and the ability to deliver clinical instruction / education programs. * Commitment to the philosophy and practice of Aboriginal Community Controlled Health Services. * Well-developed interpersonal communication and organisational skills. * Ability to work as an effective team member and role model. * Ability to maintain confidentiality at all levels. * Ability to work effectively across a range of services and service providers. * Current Federal Police clearance. * Sound computer skills. * “C” class driver’s license.   **Desirable:**   * Previous experience in working in the Aboriginal Community Controlled Health Service. * Certificate IV in Training & Assessment * Nephrology Certificate |
| **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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds. |
| **About KAMS and KRS** |
| **Kimberley Aboriginal Medical Services**  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 Centre for Aboriginal Primary Health Care Training Education and Research provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, pharmacy trainees and Aboriginal Health Worker trainees through to Advanced Diploma level.  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.  KAMSC's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Pharmacy Support and Training * Corporate and Financial Services | * Accredited Aboriginal Primary Health Care Training and Education * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training |   **Kimberley Renal Services** KRS (Kimberley Renal Services) provides specialised renal services in the Kimberley. It is a wholly owned subsidiary of the Kimberley Aboriginal Medical Service Ltd. KRS has seen rapid expansion of its services in recent years with funding from both Commonwealth and State Governments for new dialysis facilities in Derby, Kununurra and Fitzroy Crossing  Further, funding to KAMS from the WA State Government has allowed implementation of a comprehensive renal support service to enhance regional efforts in prevention, early detection and better management of chronic kidney disease; provide timely pre-dialysis education and preparation; enhance training and support for patients on home dialysis options; and create a skilled, robust and culturally safe regional renal workforce to ensure that Kimberley people with kidney disease have access to the best of care, as close to home as possible.  These comprehensive renal services are provided in partnership with the visiting nephrologist from RPH; Fresenius Medical Care (FMC) who provide state-wide home therapies services; WA Country Health Services (WACHS); and local health service providers.  The model developed in the Kimberley is an innovative one which brings together primary, secondary and tertiary services in a culturally safe framework which aims to provide patients, families and communities with the best possible services, whilst building regional workforce capacity and providing diverse career paths for local Aboriginal people.  **Website:** [**www.kamsc.org.au**](http://www.kamsc.org.au) |