JOB DESCRIPTION FORM

|  |  |
| --- | --- |
| Effective date of document  |  |
| Award  |  |
| Award Type: Nurses Award 2010 |  |

**POSITION IDENTIFICATION**

|  |
| --- |
| **Title:** Bidyadanga Remote Health Centre Coordinator |
| **Reports to:** Health Centre Manager **Supervision of:*** Remote health centre staff in the absence of the Health Centre Manager.
 |
|  |
|  |

|  |
| --- |
| **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 Bidyadanga Remote Health Centre Coordinator will be a Remote Area Nurse or an Aboriginal Health Practitioner and will be required to work as part of a multidisciplinary team and be responsible for the delivery of a comprehensive primary health care service within the Bidyadanga Health Centre and surrounding community. This position will also be required to provide management and leadership responsibilities as Acting Health Centre Manager whilst the Health Centre Manager is on leave. **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

|  |
| --- |
| **Key Responsibilities** |
| **Remote Health Centre Coordinator** **Remote Area Nurse responsibilities:** In addition to this job description, all other responsibilities will be as per the Remote Area Nurse Jdf**Aboriginal Health Practitioner responsibilities:** In addition to this job description, all other responsibilities will be as per the Aboriginal Health Practitioner Jdf**Management and Leadership (as Acting Health Centre Manager)*** Lead a multidisciplinary team and coordinate external health service providers to provide a quality and comprehensive primary health care service to the community under the KAMS Model of Care.
	+ Organise and chair the weekly health centre meeting, ensuring an agenda, and meeting minutes are uploaded to LOGIQC.
* Undertake the day to day operational management, staff supervision (within scope of practice) and coordination of health service delivery at the health centre.
	+ Be the Go to Person for all daily issues within the health centre
	+ Organise staff for routine morning meeting to allocate daily activities
		- Driver bus list printed daily, including any stores and pharmacy to be collected as required
		- Emergency Care and Urgent Re-call Portfolio holder for the day
		- Delivery of appointment letters, PATS and all necessary travel arrangements
		- Ordering pharmacy and stores as required
		- Meal breaks as needed
		- Allocate health centre rooms to all staff including visiting Specialists and allied health staff using room booking calendar
	+ Monitor patient flow through the health centre – and allocate patients to clinical staff as required dependent on clinical urgency
	+ Ensure all necessary weekly equipment checks are undertaken by clinical staff
	+ Monitor staff attendance on a daily basis
	+ Facilitate health centre team meeting, including preparation of the agenda and meeting minutes.
* Manage the operational budget of the health centre in consultation with the Executive Manager, Remote Services 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.
* Complete clinical audits and reporting activities related to clinical practice and improved patient outcomes.
* Coordinate and provide professional, evidence based primary health care to individuals, families and the community utilising a holistic and culturally acceptable approach.
* Escalate issues requiring line management support to the Executive Manager, Remote Services.

**Leadership and Management (when Health Centre Manager is present)*** In conjunction with the Health Centre Manager, actively monitor and coordinate the daily activity of the health centre team/s
* Facilitate health centre team meeting, including preparation of the agenda and meeting minutes.
* Coordinate and maintain a roster of Remote Health Program coordinators
* Escalate issues requiring line management support to the Health Centre Manager.
* Assist the Health Centre Manager with staff performance appraisals (as appropriate)
* Assist the Health Centre Manager with service delivery reports as required.

**Clinical Practice** * 25% of role is direct patient care activity (as per the relevant AHP or RAN Jdf), as well as equal share of on-call roster, when working as the Acting Health Centre Manager.
* 75% of the role is direct patient care activity (as per the relevant AHP or RAN Jdf), as well as equal share of on-call roster, when working as the Health Centre Coordinator when the Health Centre Manager is present.
 |

|  |
| --- |
| **Selection Criteria** |
| **Essential:*** Current registration with AHPRA (no Conditions, Undertakings or Reprimands) as a Registered Nurse or Aboriginal Health Practitioner, with a minimum 5 years post graduate experience.
* Demonstrated knowledge and experience in the delivery of comprehensive primary health care, including emergency care.
* Demonstrated understanding of the KAMS Model of Care 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 or Aboriginal Health Practitioner (relative to individual profession).
* Knowledge of quality improvement process, and legislation that governs professional practice.
* Current National Police Clearance, WA Working With Children check
* Current C class manual WA driver’s license and able to travel by 4WD and light aircraft when required.

**Desirable:** * Experience in using electronic patient information recall systems and databases within the primary health care setting
 |

|  |
| --- |
| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**KAMS CEOSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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
 |

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. |