



Ramingining Health Centre Manager Job Description

Area:	Barra Ward
Job Title:	Manager, Ramingining Health Centre
Classification:	RN5 / Year 1 - Year 2
Salary:	\$121,799 ~\$126,911 per annum + Super depending on experience and skills
Work Type:	Full Time
Department:	Ramingining Health Centre
Location:	Ramingining
Reports to:	Senior Nurse Manager
Direct Reports:	AHP's, Remote Area Nurses, administration and clinic staff
Employment Conditions:	Miwatj Health Aboriginal Corporation EA 2018

OUR VALUES

We Believe. We Invest.

1. We believe...and we invest
2. We respect...and we trust
3. We contribute...and we learn
4. We stand strong...and we last
(And we do it **together, always**).

Primary Objective

To provide operational management and clinical leadership of a multidisciplinary health care team and improve the health and wellbeing of the Aboriginal & Torres Strait Islander people in Ramingining.

Staffing and budget responsibilities

Nil.

Reporting Relationships

This position reports to the Senior Nurse Manager.

Key Responsibilities

- Lead a multidisciplinary team and coordinate external health service providers to provide a quality and comprehensive primary health care service to the Ramingining community.
- Undertake the day to day operational management, staff supervision and coordination of health service delivery at the Clinic.
- Coordinate and oversee the on-call roster to ensure coverage of all after-hours periods with a first and second RAN or AHP.
- Coordinate activities in collaboration with the Director, Clinical Services and Regional CQI Coordinator relating to the accreditation process in a timely fashion, including conducting on-site surveys and self-assessments in preparation for external audits.
- Manage the operational budget of the health centre in consultation with the Director, Clinical Services and the Director, Business Services to ensure appropriate financial management of the health centre resources.

- Ensure staff is registered, orientated to and use the PIRs and Communicare systems in accordance with the accepted protocols.
- Support the Director, Clinical Services and the Regional Medicare RN to ensure registered Communicare users are claiming the requisite Medicare items.
- In close liaison with the Coordinator, Workplace Learning and Development and Manager, Human Resources ensure the Aboriginal Health Worker trainees are adequately supervised and supported to obtain their qualification.
- Coordinate visiting specialist clinics to the health centre.
- Lead the health centre morning meeting to ensure all tasks are allocated and clearly communicated.

Organisational

- Work within a multidisciplinary primary health care team and external health service providers in order to provide a quality and comprehensive primary health care service to the community.
- Promote and support the role of the Aboriginal health workforce as crucial to improving health outcomes of Aboriginal people, and act as a clinical resource and mentor for Aboriginal Health Practitioners, Aboriginal Health Trainees and Aboriginal Community Health Workers.
- Provide health care within the AHPRA professional scope of practice and in accordance with legislative requirements, the CARPA Manual and best practice in a culturally appropriate manner.
- Participate in community based activities including health promotion and education, public health and education and outreach primary health care delivery.
- Participate in professional development of self, ensuring mandatory educational requirements are attended in calendar time.
- Actively participate in and attend all education activities within the clinic.
- Actively support and participate in ongoing Continuous Quality Improvement activities.
- Follow and practice the Miwatj Health clinical policies and procedures at all times.
- Adhere to the Miwatj Health WHS management framework and report incidents and injury in accordance with the framework to ensure a safe and secure workplace for clients, visitors and staff.
- Adhere to the Miwatj Health administrative policies and procedures at all times and conduct yourself as an employee of Miwatj Health accordingly.

Selection Criteria

Essential minimum requirements

- Unrestricted Registered Nurse status with AHPRA.
- Commitment to and understanding of the principles of Aboriginal Community Control.
- Minimum of 3 years' experience as a nurse manager of a remote health centre.
- Demonstrated advanced clinical leadership, change management and operational management skills.
- Minimum of 5 years broad and recent nursing experience and 3 years working as a remote area nurse.
- Post-graduate qualification in health management or similar.
- 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.
- A high level of adaptive interpersonal communication skills to work effectively with Aboriginal & Torres Strait Islander people
- Demonstrated understanding of the principles of Continuous Quality Improvement and their application in a primary health care setting.

- A reasonable level of proficiency with word processing programs such as Microsoft Word and spreadsheet software such as Excel to produce operational reports.
- A demonstrated understanding of the evidence base for addressing preventable chronic diseases in remote areas, including both prevention and management.
- Experience in participating in emergency after hours call services.
- Current Manual drivers licence.

Desirable

- Knowledge of Yolngu culture and language skills.
- Post-graduate qualifications in Public Health, Remote Health, Health Promotion or Community Development.
- Advanced Life Support (ALS) certificate.
- Remote Emergency Care certificate (REC).
- Maternity Emergency Care certificate (MEC).
- Paediatric Emergency Care certificate (PEC).
- Pharmacotherapeutics certificate.
- Use of Communicare.
- Ability to operate a 4x4 wheel drive vehicle.

Delegation Authority / Other Functions

ONLY IF APPLICABLE

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies.

If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked.

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:	(Employee)	(Manager)
Signed:		
Date:		
Created: April 2017	Reviewed: June 2021	Version: V1.1.0
DOCUMENT CONTROLLED – Human Resources Department, FY21-22		