

## JOB DESCRIPTION FORM

### POSITION IDENTIFICATION

<b>Effective date of document</b>	<b>June 2018</b>
<b>Award</b>	2010
<b>Award Type:</b>	Nurses Award

<b>Title:</b>	<b>KRS Registered Nurse Level 2</b>
<b>Reports to:</b>	Nurse Unit Manager
<b>Supervision of:</b>	Registered Nurse, Aboriginal Health Worker, Patient Care Assistant, Aboriginal Care Coordinator, Enrolled Nurse, Administration Assistant and others assigned to the Renal Health Centre
<b>Relationships Internal:</b>	<ul style="list-style-type: none"> <li>All Kimberley Renal Services Staff</li> <li>Kimberley Aboriginal Medical Service Staff</li> </ul>
<b>Relationships External:</b>	<ul style="list-style-type: none"> <li>Visiting Nephrology Specialist</li> <li>Aboriginal Medical Services staff throughout the Kimberley</li> <li>Other members of the multidisciplinary team</li> <li>Western Australian Country Health Service (WACHS)</li> <li>Fresenius Medical Care (FMC)</li> <li>Tertiary hospitals</li> <li>St John Ambulance</li> </ul>
<b>Duty Statement</b>	
<ol style="list-style-type: none"> <li>1. Manage a client case load and deliver culturally safe nursing care in accordance with unit protocols and best practice guidelines</li> <li>2. Coordinate the shift and support the skill development of junior staff</li> <li>3. Contribute to the development and implementation of a KRS continuous quality improvement framework.</li> <li>4. Contribute to the ongoing development of regional renal services.</li> </ol>	
<b>Key Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. <b>Manage a client case load and deliver culturally safe nursing care in accordance with unit protocols and best practice guidelines</b> <ul style="list-style-type: none"> <li>- Ensure care is provided in a culturally safe and sensitive manner</li> <li>- Provide care in accordance with unit protocols and within the scope of practice as set out by Australian Health Practitioner Regulation Agency (AHPRA).</li> <li>- Adhere to KRS and KAMS policies and procedures at all times</li> </ul> </li> </ol>	

- Ensure delivery of care is provided utilising Aboriginal Health Workers and Aboriginal Care Coordinator to ensure cultural safety at all times
- Evaluate and adjust treatment parameters in relation to clients' response to treatment and monthly blood tests, in accordance with unit policies and consultation with medical staff where necessary
- Promote clients' health and independence by empowering clients and their families, through education and positive feedback
- Take responsibility for own learning needs; ensuring individual yearly mandatory training is maintained and seek learning opportunities
- Ensure safe practice and compliance with unit protocols which includes the Renal Medication Administration Competency Assessment and standing orders in relation to the storage and administration of medication at the Renal Health Centre
- Adhere to the Kimberley Standard Drug List and Medicines and Poisons Act
- Follow machine maintenance regimes, monitor and seek technical assistance when necessary
- Complete manufacturers work register and report repairs on LogiQC
- Deliver nursing care utilising a high level of skill in assessment, planning and implementation of dialysis care, prioritising care and initiating emergency procedures as necessary. Refer patient to primary health care provider when appropriate
- Consult with Renal GP and Nephrologist to ensure optimal patient care
- Coordinate weekly multi-disciplinary meetings
- Coordinate the transfer of patients from other Renal Health Centres and hospitals that are linked to KRS services such as Darwin Hospital and Royal Perth Hospital.
- Ensure comprehensive handover to the next shift and Nurse Unit Manager regarding the transfer of hemodialysis patients and dialysis sessions.
- Ensure assigned portfolios are managed by unit staff and provide support as required.
- Maintain regular communication with the Primary Health Care Providers' key stakeholders to ensure patient care is coordinated seamlessly between the Renal Health Centre and multi-disciplinary team
- Maintain ANZDATA and key performance indicators
- Undertake higher duties in the absence of the Nurse Unit Manager as required
- Provide support to the Nurse Unit Manager to ensure delivery of service

## **2. Coordinate the shift and support the skill development of junior staff**

- Coordinate the shift whilst supporting junior staff and manage clinical situations where appropriate.
- Demonstrate an advanced level of renal nursing skills and act as a renal clinical resource to other staff and health team members.
- Support staff in their day to day clinical practice assisting with assessment and problem solving as required.
- Work as part of the preceptorship team implementing the preceptorship program in consultation with the NUM and Operations Manager
- Work with the NUM and Operations Manager with staff skills assessment and mandatory competencies
- Provide in-services up-skilling for all staff

## **3. Contribute to the development and implementation of a KRS Continuous Quality Improvement (CQI) framework.**

- Work alongside the Nurse Unit Manager, Operations Manager to develop and maintain CQI, OSH and infection control practices within the unit in accordance with ISO and LARU standards.
- Promote the use of Caring for Australians with Renal Impairment (CARI) guidelines Kidney Disease Outcomes Quality Initiative (KDOQI)
- Contribute to the development and evaluation of clinical policies and procedures

**4. Contribute to the ongoing development and operation of regional renal services.**

- Assist with the operation of all renal health care services provided by KRS

**Selection Criteria**

**Essential**

- Holds a certificate in Nursing and a current Australian Health Practitioner Regulation Agency registration
- Experienced Registered Nurse or Senior Aboriginal Health Worker with advanced renal clinical skills, knowledge and a minimum 5 years' experience in the renal field, including acute and in centre dialysis.
- Ability to work as part of an on call roster when required
- Ability to function effectively in emergency and stressful situations and a changing work environment.
- Commitment to the philosophy and practice of Aboriginal Community Control.
- 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.
- Current Federal Police clearance.
- Sound computer skills.
- "C" class driver's license.

**Desirable:**

- Previous experience in working in the Aboriginal Community Control sector.
- Experience in working in rural and remote locations
- Post graduate Certificate in Nephrology
- Certificate IV in Training & Assessment

**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 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:

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| <ul style="list-style-type: none"> <li>• Population Health</li> <li>• Social and Emotional Well Being</li> <li>• Health Promotion</li> <li>• Information Technology</li> <li>• Pharmacy Support and Training</li> <li>• Corporate and Financial Services</li> </ul> | <ul style="list-style-type: none"> <li>• Accredited Aboriginal Primary Health Care Training and Education</li> <li>• Research</li> <li>• Regional Renal Services</li> <li>• Undergraduate and Postgraduate Medical Training</li> </ul> |
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### 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 Kimberley Renal Support Service (KRSS) 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)