



## Puntukurnu Aboriginal Medical Service

### Job Description Form (JDF)

<b>Position Title:</b>	Child Health Nurse
<b>Reporting To:</b>	Clinical Manager – Newman Clinic
<b>Award:</b>	<i>Nurses Award 2010 (Cth)</i>
<b>Award Classification:</b>	Registered Nurse Level 2 (RN2)
<b>Hours:</b>	1.0 FTE 75 Hours per Fortnight
<b>Direct Reports:</b>	Nil
<b>Effective Date :</b>	23 <sup>rd</sup> June 2020
<b>Review Date:</b>	23 <sup>rd</sup> June 2021

#### **Position Overview**

The Child Health Nurse is accountable to the Clinical Manager – Newman Clinic and is primarily responsible for providing a family-centred, comprehensive child health service to clients of the Newman Clinic serviced by Puntukurnu Aboriginal Medical Services (PAMS).

The incumbent will also work towards closing the gap in morbidity and mortality rates for the Martu people through improved access to child health services. The incumbent will work collaboratively with the multidisciplinary health care team to promote and improve the health of children and families in a sensitive and culturally appropriate manner through on-going monitoring, education, prevention, promotion and early intervention strategies.

#### **Position Responsibilities**

- Work collaboratively with members of the multidisciplinary team to ensure the effective delivery of child health services to clients of the Newman Clinic.
- Undertake universal and extended child health checks and developmental screening as per PAMS policy and relevant guidelines.
- In consultation with the multi-disciplinary team, assist with the development of care plans for children with chronic conditions.
- Undertake case management and care coordination for children with complex needs where multiple specialist service input is required.

- In collaboration with the multi-disciplinary team and local stakeholders, coordinate and implement the Childhood Immunisation Program – Newman Clinic.
- Undertake Children in Care (CIC) checks as per WA guidelines and liaise with the Department for Children Protection and Family Support (CPFS) staff about the health status and health referral needs of CIC.
- Coordinate the delivery of ear health screening and associated services including the delivery of relevant staff education.
- Provide education and support to the multidisciplinary team to improve staff knowledge, skills and understanding of child health service delivery within the Newman Clinic primary health care setting.
- Coordinate and facilitate relevant specialist visits.
- Ensure Medicare billing is undertaken in line with PAMS policy and laws governing Medicare.
- Utilise electronic patient information management system (Communicare) to identify care needs (through use of recall and report lists) and document patient consultation in line with PAMS policy and procedures.
- In collaboration with the multidisciplinary team, provide education to clients and families on child health care.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

### **General Responsibilities**

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Health and Safety Act 1984 (WA)*.
9. Identify and assist to reduce Work Health & Safety hazards and risks.

10. Follow the reasonable direction of Work Health & Safety representatives.

## **SELECTION CRITERIA**

### **ESSENTIAL:**

- Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse.
- Demonstrated ability to practice in accordance with the Nursing and Midwifery Board of Australia (NMBA's) *Code of Conduct of Registered Nurses and Standards of Practice for Registered Nurses* OR demonstrated ability to practice in accordance with the Aboriginal and Torres Strait Islander Health Practice Board *Code of Conduct and Professional Capabilities* standards.
- Minimum of three years post graduate experience.
- Previous experience working in a multi-disciplinary primary health care team with a demonstrated ability and desire to effectively engage with Aboriginal children and their families.
- Sound understanding of the principles of primary health care and the model of Aboriginal Community Controlled Health Service.
- Demonstrated understanding of the social determinants of health and how they affect Aboriginal child and family health.
- Completion of the SA Understanding Vaccines and National Immunisation Program course and annual updates since completion or be willing to complete within 6 weeks of commencement in the role.
- Knowledge and experience in the provision of child health programs.
- Experience in electronic patient information management systems.

### **DESIRABLE:**

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community.
- Post Graduate qualifications in Child Health.
- Current registration with the Australian Health Practitioner Regulation Agency as a Registered Midwife
- An advanced knowledge of Communicare including the ability to produce reports and recall lists.

## **APPOINTMENT FACTORS**

<b>Location:</b> Based in Newman.	<b>Accommodation:</b> Nil
<b>Allowances/Conditions:</b> <ul style="list-style-type: none"><li>• Employment is conditional pending the outcome of the Federal Police Clearance, WA Working With Children Check and where required comply with legislative checks</li><li>• Unencumbered 'C' class Manual Driver's Licence</li></ul>	<b>Specialised Equipment Operated:</b> Ability and willingness to drive 4WD vehicles

## **ACKNOWLEDGEMENT**

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date