

JOB DESCRIPTION FORM

Effective date of document October 2019

POSITION IDENTIFICATION

Award 2010

Award Type Nurses Award

Title: Renal Services Manager

Reports to: General Manager Kimberley Renal Services

Supervision of: Clinical Nurse Specialist

Integrated Services Manager

Renal GP

Relationships Internal:

- Kimberley Renal Services Staff
- Kimberley Aboriginal Medical Service Staff

Relationships External:

- Aboriginal Medical Services staff throughout the Kimberley
- Other members of the multidisciplinary team and other health care agencies
- Western Australian Country Health Service (WACHS)
- Visiting Nephrology Specialist

Duty Statement

The Renal Services Manager is responsible for the performance and operation of their designated Renal Health Centre in all aspects.

This is a position responsible for ensuring safe, high quality holistic care for patients throughout their renal health care journey. The Renal Services Manager participates in renal health planning, working towards meeting the needs of the community.

The Renal Services Manager position is required to support the KRS Executive Management Team in implementing the strategic directions for KRS as well as being responsible for meeting all contractual requirements including reporting.

Key Responsibilities

Supports the KRS Executive Management Team in implementing the strategic directions for KRS.

- When deemed appropriate, perform higher duties whilst the KRS General Manager is absent, on leave or as required.
- By providing direct leadership, coordination and representation for Kimberley Renal Services in collaboration with the KRS Executive Management Team.
- By ensuring the KRS, service has a core direction with the aim “To provide access to renal services in the Kimberley region”.
- By communicating and providing progress feedback to the Executive Management Team.
- By ensuring all KRS staff are aware of the strategic plan and the role, they play to achieve positive direction.
- Contributes to Renal Clinical Governance Forums
- Work in collaboration with Renal Services Managers and KRS Executive Management Team to monitor clinical management and renal progression across the service.
- Work in collaboration with Renal Services Managers to assess the patient waitlist for the Kimberley with the aim to return patients to the Kimberley.
- Other duties as required.

Manages and reviews the performance and operation of the Renal Health Centre

- Monitor clinical management and renal progression within the centre and reports this information to the Renal Governance Forum.
- Responsible for the performance of the centre.
- Support and mentor the Integrated Services Manager and Clinical Nurse Specialist, assisting with operational requirements and issues.
- Responsible for the acceptance of new clients ensuring adequate resources secured prior to a patient’s return.
- Report any issues that affect service delivery in a timely manner.
- Is responsible for a state of preparedness in the event of a disruption to essential services.

Participates in the development and ongoing implementation of a Continuous Quality Improvement framework for the KRS in line with the KAMS/KRS quality initiatives.

- As required assist with the development of services throughout the region.

- Accountable for compliance with accreditation standards, risk management activities, policies and procedures to achieve Licensing and Accreditation Regulatory Unit (LARU) standards and relevant accreditation. Ensures all KRS staff comply.
- Utilise the KAMS Quality Management System software to assist in the review and management of CQI.
- Prepare performance reports utilising the KAMS Quality Management System for the Executive Management Team.
- Participates in the Kimberley Renal Services planning committees or working parties when required.
- Ensure that a positive image and commitment to equal opportunities and diversity demonstrated throughout the Kimberley.
- Ensure that a safe working environment maintained for patients, staff and key stakeholders.
- Promotes the philosophy of Aboriginal Community Controlled Health Services.
- Represent KRS at network, conference and management meetings as required.
- Responsible for the compliance of the internal and external operational audits schedule.
- Is responsible for all staff adhering to the KRS and KAMS policies and procedures, ensuring clinical standards, infection prevention and control and OHS requirements have been met.

Recruitment and Workforce Development

- Responsible for recruitment of staff, ensuring all recruitment processes followed in collaboration with KRS Executive Assistant and within budgets.
- Provide a comprehensive orientation and induction to new KRS staff in a timely manner.
- Ensure an appropriate staff skill mix is in line with LARU licensing standards.
- Maintains a robust succession plan to provide a sustainable service.
- Monitor staffing requirements and liaise with KAMS Executive Manager Workforce and the KRS General Manager regarding health workforce requirements and personnel issues.
- In collaboration with the KRS Nephrology Educator, co-ordinate a program of regular in-service education to support staff professional development and completion mandatory training
- Support workforce placements for health worker trainees, including Aboriginal Health Worker trainees, medical students, nursing students, administrative staff and other as appropriate.
- Conduct performance appraisals when required.
- Actively promote KRS with an aim of engaging those with skills and knowledge, which would benefit the service.
- Share best working practices with colleagues to maintain and improve knowledge and skills.

Reports, budgets and resource management

- Responsible for working within the allocated budgets and FTE as directed by KRS General Manager and KRS Business and Regional Operations Manager.
- Completion of reports as outlined in the reports schedule managed by the KRS Business and Regional Operations Manager. This schedule is in line with contractual obligations.
- Reports to be completed in a timely manner ensuring content is of a high standard and comprehensively captures all relevant activity that occurred during the reporting period.
- Responsible for the process and approval of fortnightly payroll.
- Effectively manages service provisions in line with contractual requirements.
- Ensure procurement of goods and services are compliant with KAMS financial and delegation policies
- Accommodate patients with flexible treatment schedules to assist attendance.

- Is responsible for ensuring the assets and equipment is maintained in accordance with accreditation and Australian safety standards.
- Education resources are current, streamlined, research based and culturally appropriate.

Identify and promote opportunities for collaboration with government agencies, service providers, community groups, companies / corporations and others to detect, prevent and treat renal disease.

- Identify opportunities for partnerships to promote and enhance awareness, prevention and management of kidney disease and its risk factors.
- Review service delivery and identify areas of need, and advocate for appropriate resources and services.

Selection Criteria

Essential:

- Holds current Australian Practitioner Regulation Agency (AHPRA) registration.
- More than 5 years' Renal experience as a Registered Nurse with a broad knowledge of renal health care.
- Experience in Aboriginal Health Care
- Commitment to the principles of Aboriginal Community Control of health services
- Demonstrates good understanding of cultural safety.
- Experience in managing a large diverse team with demonstrated high-level leadership skills.
- Ability to demonstrate sound understanding of the principles of good business management.
- Effective communication and detailed report writing skills
- High-level integrity in maintaining patient and organisational confidentiality.
- "C" class drivers license
- Federal Police Clearance

Desirable:

- Post graduate qualification in Renal Nursing or working towards.
- Experience in working in an Aboriginal Community Controlled Health Service.
- Experience of working in remote areas
- Proven ability to communicate and work effectively with Aboriginal people.

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

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

Funding to KAMS from the WA State Government has allowed implementation of comprehensive renal support services, to enhance regional efforts in prevention, early detection and better management of chronic kidney disease and to 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 provided in partnership with the visiting nephrologist from Royal Perth Hospital (RPH); Fresenius Medical Care (FMC) who provide statewide 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.kams.org.au