



## Position Description

New Position



Change to Existing Position



<b>Position Title:</b> Nurse Consultant - Broome	<b>Date:</b> March 2007
<b>Reports To:</b> Senior Nurse Consultant	<b>Jobs Reporting to this Position:</b> N/A
<p><b><u>PHCS Vision and Values</u></b></p> <p>PHCS's vision is for people to live at home with dignity. In working towards this vision PHCS staff are committed to the following values:</p> <ol style="list-style-type: none"><li>1. Valuing the uniqueness and worth of each person</li><li>2. Promoting client's contribution and independence</li><li>3. Promoting connections between client, family and the community</li><li>4. Taking responsibility and showing pride in the services delivered</li><li>5. Working cooperatively in partnership</li></ol> <p><b><u>Primary Purpose of Role</u></b></p> <p>To ensure that PHCS regional direct care staff are competent in providing care and support to designated clients living in the community within the Broome region.</p>	

<p><b><u>Knowledge / Qualifications / Experience / Skills Required:</u></b></p> <ul style="list-style-type: none"> <li>Registered Nurse</li> <li>Demonstrate a strong commitment and appropriate values to supporting people to live with at home with dignity</li> <li>Proven experience in providing care to people using multiple clinical procedures</li> <li>Knowledge of the legal requirements and ethical framework for delegation of specialised care skills</li> <li>Excellent interpersonal and communication skills</li> <li>Good time management skills and demonstrate a high level of organisational skills</li> <li>Experience in training and developing direct care staff in undertaking specialised care tasks</li> <li>Demonstrate a flexible and creative approach to developing and maintaining appropriate services</li> <li>Competent in Word, Excel and Client Data Management Systems</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Certificate IV in Training &amp; Workplace Assessment</li> <li>Delivery of Education and Training to small groups.</li> <li>Community care experience.</li> </ul>			<p><b><u>Key Relationships:</u></b></p> <ul style="list-style-type: none"> <li>PHCS clients</li> <li>Senior Nurse Consultant</li> <li>Nurse Consultant Client Services Officer</li> <li>Coordination Staff</li> <li>Client Services Officers</li> <li>Support Workers/Liaison Carers</li> <li>Executive</li> <li>Office based PHCS employees</li> <li>External organisations</li> <li>General public</li> </ul> <p><b><u>Working Environment:</u></b></p> <ul style="list-style-type: none"> <li>The position holder is based in the PHCS Osborne Park Office and will provide consultancy and training services in the community and in client's homes. Required to travel anywhere within the metropolitan area of Perth and on occasions to country locations</li> </ul>		
<b>Key Performance Indicators</b>	<b>Key Tasks / Accountabilities</b>		<b>Performance Measures</b>		
<b>Consultancy</b>	<ul style="list-style-type: none"> <li>Undertake assessment, as requested by Coordinators, of client's health, well-being and specialised care needs.</li> <li>Provide support and advice to coordinators about appropriate service delivery to clients and assist in the development of Service plans and Support Worker Strategies that ensure client's support and care needs are met in an appropriate manner.</li> </ul>		<ul style="list-style-type: none"> <li>Availability and willingness to respond promptly to referrals and client needs.</li> <li>Client records, service plans and support worker strategies.</li> <li>Client feedback</li> <li>Coordinator feedback</li> <li>Compliments received</li> <li>Complaints received</li> </ul>		

Key Performance Indicators	Key Tasks / Accountabilities	Performance Measures
<p><b>Consultancy (cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Feedback any issues to the appropriate coordinator and the Senior Nurse Consultant</li> <li>• Assist with the development and implementation of appropriate systems and procedures to ensure the effective and efficient delivery of direct care to clients.</li> <li>• Provide information to clients on other available Health services and community supports</li> <li>• Ensure services are provided in accordance with legislative guidelines, funding and PHCS policies and procedures.</li> <li>• Maintain client records within the Client Data Management System.</li> </ul>	
<p><b>Training</b></p>	<ul style="list-style-type: none"> <li>▪ Assist with the development of training packages in specialised care skills for direct care staff.</li> <li>▪ Introduce new staff members to key policies and specialised care skills at orientation.</li> <li>▪ Provide specialised care skills training to nominated Support workers, Liaison Carers, Advanced Carers, Support Workers on Call, Crisis and Crisis Back up teams.</li> <li>▪ Provide in-home training to support workers, on an as needs basis, to ensure they are confident and competent to perform specialised care tasks with clients.</li> <li>▪ Assess the competence of support workers undertaking specialised care skills with clients.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support worker and client services feedback.</li> <li>▪ Client feedback on quality of care provided by support workers.</li> <li>▪ Staff members' records</li> </ul>

<b>Key Performance Indicators</b>	<b>Key Tasks / Accountabilities</b>	<b>Performance Measures</b>
<b>Training (cont'd)</b>	<ul style="list-style-type: none"> <li>▪ Provide education session to client service staff as requested to develop knowledge of specific conditions.</li> <li>▪ Annually review Client Services Staff's competence in specialised care skills and provide re-training as required.</li> <li>▪ Maintain records on staff member's competence in specialised care skills.</li> </ul>	
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Develop and maintain professional skills</li> <li>• Be willing to attend training and implement new skills learnt within the workplace</li> <li>• Promote and demonstrate a culture of teamwork within PHCS</li> <li>• Support continuous improvement within PHCS</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of professional development record.</li> <li>• Feedback from team</li> <li>• Demonstrated leadership within the Client Services Team</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Liaise closely with Senior Nurse Consultant about service delivery trends, resources and issues that impact upon quality service delivery</li> <li>• Inform and liaise with Managers, Coordinators and PHCS' employees on relevant Client and Support Worker issues including policy and procedure issues as required</li> <li>• Promote and enhance a positive image of PHCS and identify and promote marketing opportunities to optimise services to new clients</li> <li>• Ensure all verbal and written communication to both internal and external stakeholders is delivered in a timely and professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from internal and external stakeholders</li> </ul>

Key Performance Indicators	Key Tasks / Accountabilities	Performance Measures
<b>Working relationships</b>	<ul style="list-style-type: none"> <li>• Develops and maintains collaborative relationships with PHCS staff, external agencies and other service providers.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from internal and external stakeholders</li> </ul>
<b>Occupational Safety &amp; Health</b>	<ul style="list-style-type: none"> <li>• Demonstrates individual knowledge and encourages client services staff members' commitment to Occupational Safety &amp; Health principles, practices and training</li> <li>• Identify OSH risks and hazards as part of client assessments</li> <li>• Conduct OSH assessments and reviews in accordance with PHCS policies and procedures and follow up on issues</li> </ul>	<ul style="list-style-type: none"> <li>• Works within the boundaries of PHCS OSH principles and practices</li> <li>• Attends Annual StaySAFE</li> <li>• OSH assessments completed</li> <li>• Risks and hazards identified</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• Undertake special projects as required for the Senior Nurse Consultant and Manager of Client Services.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely achievement of projects and goals</li> <li>• Feedback from stakeholders</li> </ul>

**Position Holder:**

**Signature:** .....

**Date:** .....