



**Position Description  
Clinical Nursing Coordinator**

**BALMORAL BUSH NURSING CENTRE OVERVIEW**

**Our Vision**

*Connecting people through quality safe care locally*

**Our Values**

*Teamwork, Respect, Adaptability, Community, Advocacy*

Balmoral is a small rural service centre situated on the picturesque banks of the Glenelg River. It is 79 kms SW of Horsham, 64 kms NNW of Hamilton and 328 kms NW of Melbourne. The Balmoral Bush Nursing Centre (BBNC) plays a key role in delivering a community-based healthcare service providing a broad range of health and community care to the population of Balmoral and district, tourists and visitors.

**POSITION INFORMATION**

<b>Position:</b>	Clinical Nursing Coordinator
<b>Objective:</b>	<ul style="list-style-type: none"> <li>• Deliver high quality, accountable clinical care in the broad context of BBNC service delivery within a defined scope of competency and in accordance with the policies and practices as adopted by the Centre.</li> <li>• Lead the BBNC clinical workforce, ensuring high quality care that meets all quality, service delivery and financial targets.</li> </ul>
<b>Reports to:</b>	Health Service Manager
<b>Direct reports:</b>	Clinical team (Registered nurses, registered midwives, health promotion nursing staff)
<b>Award:</b>	BBNC Nurses Enterprise Agreement 2020 (AG2020/3352) Term of appointment as per contract agreement
<b>Remuneration and benefits:</b>	Salary as per contract agreement and commensurate with experience and qualifications. Access to salary packaging provisions. Employer superannuation. Employee Assistance Program. Accommodation may be available by negotiation.
<b>Mandatory requirements:</b>	BBNC expects all applicants to present evidence of (or be willing to undertake at their own cost) the following: <ul style="list-style-type: none"> <li>• Current Victorian Working with Childrens check</li> <li>• Current National Criminal History check (police check)</li> <li>• Current Victorian Drivers Licence or equivalent</li> <li>• Other registrations, legislative compliance screenings e.g. NDIS worker screening, AHPRA registration and mandatory vaccinations as relevant to your position</li> </ul>

**ORGANISATIONAL REQUIREMENTS**

<b>General</b>	<p>A BBNC employee:</p> <ul style="list-style-type: none"> <li>• Becomes familiar with and works within with all BBNC policies and procedures.</li> <li>• Works within the BBNC Instrument of Delegation consistent with the role.</li> <li>• Accepts accountability for own actions and seek guidance from an appropriate senior leader when limited by own level of expertise.</li> <li>• Complies with the BBNC Code of Conduct. Contravention of a provision in the code may constitute misconduct and/or be regarded as a breach of the employee’s employment agreement.</li> <li>• Ensures that the affairs of BBNC, its patients, clients and staff remain <b>strictly confidential</b> and are not divulged to any third party except where required for clinical reasons with consent or by law. Such confidentiality shall extend to the commercial and financial interests and activities of BBNC.</li> </ul>
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	<ul style="list-style-type: none"> <li>Ensures all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from bullying, harassment and discrimination.</li> <li>Embraces the BBNC Vision and Values.</li> </ul>						
<b>Work Health and Safety (WHS)</b>	<ul style="list-style-type: none"> <li>Performs the role in a safe manner by adhering to BBNC Work Health and Safety Policies, regulations and agreed safe work procedures.</li> <li>Carries out duties in a manner which does not adversely affect their own health and safety or that of others and reports immediately any potential hazards, near misses and/or incidents occurring in the workplace.</li> <li>Undertakes any training provided in relation to Work Health and Safety and performs only those tasks for which they have received appropriate training and instruction.</li> <li>Cooperates with measures introduced in the interest of health and safety and correctly uses any information, training, personal protective equipment and safety equipment provided.</li> <li>Refrains from recklessly or wilfully interfering with anything that has been provided for health and safety reasons or wilfully putting anyone at risk.</li> <li>Adheres to Infection Control policies, procedures or advice.</li> <li>Adheres to emergency procedures as detailed in BBNC Emergency Management Plan.</li> <li>Are required to provide evidence of vaccination (or are absolved for documented medical reasons) against vaccine preventable diseases (VPD: Hepatitis B, Measles, Mumps, Rubella, Pertussis, Varicella COVID-19 and annual Influenza vaccines) or not susceptible to VPDs; to help protect our patients, staff, and the wider community.</li> </ul>						
<b>Inherent Physical Requirements</b>	<p>Balmoral Bush Nursing Centre has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.</p> <p>The role may require the following tasks among other things:</p> <table border="1"> <thead> <tr> <th><i>Patient/ client care role</i></th> <th><i>Facilities maintenance/ Environmental Services role</i></th> <th><i>Clerical/ Administration role</i></th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>manual handling (pushing, pulling equipment)</li> <li>general patient handling and clinical nursing duties</li> <li>sitting, standing, bending, reaching, holding</li> <li>pushing pulling trolleys and equipment</li> <li>general clerical, administration work, computer work</li> <li>use of personal protective equipment and handling</li> <li>handling general and infectious waste</li> <li>working outside</li> <li><b>After hours work in most roles</b></li> </ul> </td> <td> <ul style="list-style-type: none"> <li>generic maintenance work, working at heights (as authorised)</li> <li>generic outdoor work / pushing, pulling trolleys.</li> <li>sitting, standing, bending, reaching, holding</li> <li>general clerical, computer and some administration work</li> <li>use of personal protective equipment and handling</li> <li>handling general and or infectious waste</li> <li>working outside</li> <li><b>After hours work in some roles</b></li> </ul> </td> <td> <ul style="list-style-type: none"> <li>sitting, standing, bending, reaching, holding</li> <li>computer work, data entry</li> <li>general clerical work at varying levels</li> <li>use of personal protective equipment</li> <li>handling general waste</li> <li>pushing and pulling trolleys / filing</li> <li><b>After hours work in some roles</b></li> </ul> </td> </tr> </tbody> </table>	<i>Patient/ client care role</i>	<i>Facilities maintenance/ Environmental Services role</i>	<i>Clerical/ Administration role</i>	<ul style="list-style-type: none"> <li>manual handling (pushing, pulling equipment)</li> <li>general patient handling and clinical nursing duties</li> <li>sitting, standing, bending, reaching, holding</li> <li>pushing pulling trolleys and equipment</li> <li>general clerical, administration work, computer work</li> <li>use of personal protective equipment and handling</li> <li>handling general and infectious waste</li> <li>working outside</li> <li><b>After hours work in most roles</b></li> </ul>	<ul style="list-style-type: none"> <li>generic maintenance work, working at heights (as authorised)</li> <li>generic outdoor work / pushing, pulling trolleys.</li> <li>sitting, standing, bending, reaching, holding</li> <li>general clerical, computer and some administration work</li> <li>use of personal protective equipment and handling</li> <li>handling general and or infectious waste</li> <li>working outside</li> <li><b>After hours work in some roles</b></li> </ul>	<ul style="list-style-type: none"> <li>sitting, standing, bending, reaching, holding</li> <li>computer work, data entry</li> <li>general clerical work at varying levels</li> <li>use of personal protective equipment</li> <li>handling general waste</li> <li>pushing and pulling trolleys / filing</li> <li><b>After hours work in some roles</b></li> </ul>
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<b>Health Promotion</b>	Supports and contributes to the activities and projects outlined within the BBNC Health Promotion Plan, as required.						
<b>Strategy and Planning</b>	Participates in planning processes, including program, team and individual to ensure alignment to the BBNC strategic plan such as meetings.						

<b>Continuous Quality Improvement</b>	Adopts and promotes a culture of Continuous Quality Improvement. Contribute to the accreditation process, including identifying, developing, implementing and evaluating quality improvement activities.
<b>Community Engagement</b>	Seeks and facilitates community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of the people we serve.
<b>Risk Management</b>	Participates in and contributes to risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace. Actively contributes to creating an organisational culture that promotes risk identification and mitigation.
<b>Equal Opportunity</b>	BBNC is committed to providing equal opportunity to potential applicants as well as existing employees. All employees agree to adhere to the Equal Opportunity policies and practices of BBNC.
<b>Diversity</b>	At BBNC we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes a culture that respects a diverse community.
<b>Child Safety</b>	BBNC is committed to providing a safe environment for all children including those from culturally and/or linguistically diverse backgrounds and those with a disability. BBNC recognises that the healthcare service plays a vital role in the early identification and effective response to vulnerable children at risk of child abuse and neglect.

#### **POSITION SPECIFIC RESPONSIBILITIES**

##### **Key responsibilities**

The Clinical Nursing Coordinator is primarily responsible for:

1. Provision of first line emergency care (successful completion of the RAN program) and the full range of clinical services offered by the service as may vary from time to time. These skills will be inclusive of, but not limited to, primary health education and promotion, post hospital discharge care, collection and dispatch of pathology, district nursing, palliative care.
2. Delivering high quality, accountable clinical care in the broad context of BBNC service delivery within a defined scope of competency and in accordance with the policies and practices as adopted by the Centre.
3. Providing clinical leadership, supervision and support to all nursing staff employed by the service ensuring they are provided with the information and expertise required to effectively meet their responsibilities.
4. Ensuring the clinic runs effectively and coordinating the delivery of all services, working with other Area Coordinators for a collaborated approach where appropriate.
5. Actively monitoring clinical scope of practice and the alignment of scope with service delivery needs.
6. Actively seeking out and implementing best practice clinical care.
7. Coordinating, planning, implementing and evaluating the clinical nursing component of service delivery and ensuring clinical service delivery aligns with the objectives of the BBNC Strategic Plan.
8. Implementing the annual Health Promotion Plan developed in collaboration with the Health Service Manager and Area Coordinators.
9. Providing the Health Service Manager with comprehensive information, analysis and timely advice on clinical governance matters affecting the organisation.
10. Attendance at Board subcommittee and team meetings as required.
11. Convening the Clinical Policy Working Group and completing associated administration.

**Organisational**

12. Identifying and monitoring strategic and operational risks and reporting these through continuous quality improvement mechanisms.
13. Ensuring that the clinical policies and procedures support quality service provision, risk management and regulatory compliance.
14. Ensuring that appropriate service user records and data on services is maintained and monitored in accordance with relevant legislation and BBNC policies and procedures and administrative processes are carried out effectively and efficiently.
15. Working in partnership with the Health Service Manager and Area Coordinator team contribute to:
  - a) Developing and implementing the Vision, Values and Strategic Plan of BBNC.
  - b) Objective review and assessment of community needs to ensure that the organisation's programs and services are targeted to meet current needs.
  - c) Developing and implementing programs and services that meet identified community needs and align with the BBNC Strategic Plan and Department of Health key priorities.
  - d) Planning and preparation of funding submissions for projects to further grow and develop the organisation including capital, operating and staffing additions.
  - e) Developing and implementing organisation wide policies, procedures and plans.
  - f) Developing and implementing continuous improvement activities.
16. Promoting continuous improvement and contributing to maintenance of the quality accreditation status of the services.
17. Promoting BBNC in the community it serves and maintaining and enhancing the reputation of BBNC.

**Human Resources**

18. Advising the Health Service Manager on matters of employment of staff and volunteers.
19. Contributing to the effective and efficient use of Human Resources within their team by assisting with components of the employment lifecycle, including staff development, appraisal, and training, including ensuring staff competencies meet service delivery requirements.
20. Contributing to building an organisational culture that fosters the BBNC Values and ensuring staff are managed in accordance with the values of the organisation and fulfil the requirements of their position descriptions.
21. Ensuring that staff are actively encouraged and enabled to undertake relevant professional development.
22. Promoting an organisational culture that supports the provision of a safe work environment.

**Financial Management**

23. Delivery of responsible financial management of the clinical services area in accordance with budgets and the instrument of delegation as adopted by the Board.
24. Contributing to preparation of budgets when requested and relevant to clinical services.

**Assets**

25. Ensuring that clinical equipment is serviced and maintained in accordance with relevant regulations and BBNC policies, procedures and maintenance schedules.
26. Ensuring that purchasing is actioned in accordance with the instrument of delegation, Board and any relevant funding guidelines.

**Community Engagement**

27. Promoting community membership of BBNC.
28. Promoting community engagement through effective public relations and communication strategies.
29. Promoting and maintaining relationships with other community organisations to identify partnership opportunities for the betterment of the organisation and community.
30. Contributing to preparation of annual reports and other public relations materials including print and social media.

**Funding and Fundraising**

31. Working in partnership with the management team to co-ordinate fundraising activities for specific projects.

**KEY SELECTION CRITERIA AND SKILLS/ATTRIBUTES**

Essential	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications for registered nurse division 1</li> <li>• Relevant professional registrations (i.e., AHPRA)</li> <li>• Minimum of 3 years' post-graduate nursing experience</li> <li>• Remote Area Nurse competency (or willing to obtain)</li> <li>• Knowledge, understanding and commitment to quality and safety, accreditation systems and continuous quality and improvement</li> <li>• Strong IT skills including client care and Microsoft packages</li> <li>• An understanding of, and commitment to the principles of community health service provision</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the National Safety and Quality in Healthcare Standards or National Safety and Quality in Primary and Community Health Standards.</li> <li>• Experience in staff development and management</li> <li>• Experience in community care and/or case management</li> <li>• Strong interpersonal, communication and negotiation skills with a demonstrated ability to engage effectively with staff, volunteers, local communities, and stakeholders.</li> <li>• An understanding of the role of a healthcare service in responding to community needs within a rural community.</li> <li>• Knowledge of relevant community resources</li> </ul>

**PERFORMANCE DEVELOPMENT**

The Balmoral Bush Nursing Centre is committed to quality human resource management. A performance development review including review of key performance indicators for the position, is conducted 3 months following commencement of employment and then annually taking account of the key roles and responsibilities outlined in your Position Description.

Key performance indicators are expected to be met unless variation is agreed to and approved by the Board. A note is to be made in the employees personnel file at the time of variation. In addition to reviewing performance (individual and work team), the annual review provides an opportunity to:

- Ensure role clarity by the employee.
- Revise key performance indicators.
- Set education and development objectives.
- Set individual employee goals for the year ahead that will provide opportunity for employee growth and support organisational strategic plan implementation.

**KEY PERFORMANCE INDICATORS**

- Demonstrated awareness and delivery of BBNC's strategic plan.
- Achievement of objectives of annual Operational Plan.
- Annual Health Promotion Plan developed and operational to meet BBNC and community needs.
- Legislative and regulatory requirements met as required.
- Completion of annual competency requirements as relevant to the position.
- Financial performance achieved in accordance with adopted budgets and Board approvals.

**Note:**

Statements included in your Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.

Management may alter your Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

**APPROVAL****Health Service Manager**

The details contained in this document are an accurate statement of the duties and responsibilities of this position.

Name:

Signed:

Date:

**Employee**

As the occupant of the position, I have read, understood and agree to the contents of this position description including the outlined duties and responsibilities.

Name:

Signed:

Date: