

STAFF POSITION DESCRIPTION TEMPLATE

POSITION TITLE	Aboriginal Child & Family Health Clinical Nurse Specialist
AWARD	Does this role require Multiple Awards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Award: Public Health System Nurses & Midwives (State) Award
	Classification: Clinical Nurse Specialist Grade 2
SUPERVISORY	Does this role manage or supervise others? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PRIMARY PURPOSE	<p>The Aboriginal Child & Family Health Clinical Nurse Specialist (CNS) is a clinical leadership role in Aboriginal child and family health nursing service delivery. The CNS is responsible for delivering care to Aboriginal families with children aged 0 to 5 years using advanced clinical knowledge skills. As a role model, the CNS exercises professional knowledge, judgement, and skills at an advanced level in supporting staff in providing care for families with complex needs.</p> <p>The Aboriginal Child & Family Health Clinical Nurse Specialist will work as part of the Aboriginal Maternal & Child Health Program within Aboriginal health Services. The CNS will work closely with the New Directions Aboriginal Mothers and Babies Program which aims to contribute to Aboriginal and Torres Strait Islander early childhood health and development to ensure that children are healthy and ready for school. The CNS will support the program to provide high quality, culturally sensitive child and family health services, based on primary health care principles, provided in partnership with Aboriginal people and communities.</p>
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KEY ACCOUNTABILITIES	<ol style="list-style-type: none"> 1. Practises in accordance with national competency standards for registered nurses, maintains currency of nursing registration with the Australian Health Practitioner Regulation Agency and demonstrates competence in the provision of patient centred care as specified by the CFHN Clinical Skills Assessment (CSA) Tool 2. Practices within the scope of this position description in accordance with NSW Health Policy Directives – Policies/Procedures/Guidelines, WSLHD Policies/Procedures/ Guidelines 3. Provides specialist clinical leadership in Aboriginal Child and Family Health nursing acting as a resource and mentor to enhance capability and knowledge of staff 4. Understands and practices from an evidence-based perspective and demonstrates such practice to ensure the best outcomes for Aboriginal families
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	<ol style="list-style-type: none"> 5. Demonstrates advanced clinical skills and knowledge in the application of evidenced based emotional and physical developmental assessment tools for the infant and assessment of the emotional wellbeing of the parent 6. Role models advanced clinical skills in the provision of nursing services to clients and carers, including collaboration with other health care providers, care coordination, management and planning that facilitates positive health outcomes 7. Ensures that written documentation is comprehensive, contemporaneous, logical, legible, clear, concise, and only accepted abbreviations are used. 8. Accepts accountability and responsibility for own actions and those taken within the nursing team and for all allocated functions 9. Problem solves and/or escalate identified risks associated with the provision of care, management of families and practices extended autonomy of complex problem solving, making timely decisions and/or implement appropriate strategies 10. Actively contributes to the development and/or review of clinical processes, policies and procedures that promote the advancement of clinical practice 11. Initiates and/or participates in Quality improvement activities, in-service/education sessions and case reviews 12. Actively involved in the development and maintenance of community partnerships in the provision of services for Aboriginal families.
WSLHD Standard Key Accountabilities	<ul style="list-style-type: none"> • Understand and practice person centred care. Participate in quality improvement activities. Work in partnership with consumers on improving and evaluating the delivery of services. Ensure timely and accurate reporting of near or actual incidents or patient safety concerns. • You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing • Risk Management – Staff should actively identify, communicate and escalate risks and understand their responsibility to manage risk in their day-to-day roles.
KEY CHALLENGES	<ul style="list-style-type: none"> • Maintain best practice for client care in their homes and outreach locations. • Through the use of a partnership and anticipatory guidance approach, assist families to develop their protective factors and build resilience, promoting parenting confidence, self-efficacy and social connectedness • Building trust and positive working relationships within the New Directions Team, Aboriginal Health Services, other teams within Integrated & Community Health and with Aboriginal & Torres Strait Islander families and the broader community by understanding issues affecting Aboriginal communities and ensuring that services are culturally appropriate.

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WHO YOU ARE WORKING WITH	WHO	WHY
Internal Relationships	Aboriginal Health Services	Work as part of the Multidisciplinary Team and facilitate seamless service delivery across the antenatal / post-natal continuum
	Priority Populations	To develop strong working relationships and options for referrals and ongoing support for clients
	Integrated & Community Health Directorate and other WSLHD Services	To develop strong working relationships and options for referrals and ongoing support for clients
External Relationships	Greater West Aboriginal Health Service and other Aboriginal non-government organisations	To develop strong relationships and partnerships to improve access to services for the Aboriginal community
	Key Aboriginal forums and networks	To develop strong relationships and partnerships to improve access to services for the Aboriginal community

FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per Delegations manual
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Job Requirements	<p>Is the position targeted to 'eligible persons' under the Government Sector Employment Rule 26 – please indicate below:</p> <table border="1"> <thead> <tr> <th></th> <th>Aboriginal /Torres Strait Islander</th> </tr> </thead> <tbody> <tr> <td>Targeted</td> <td></td> </tr> <tr> <td>Identified</td> <td>X</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Disability</th> <th>Refugee</th> <th>Gender</th> <th><25</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Aboriginal /Torres Strait Islander	Targeted		Identified	X	Disability	Refugee	Gender	<25				
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ESSENTIAL REQUIREMENTS	<input checked="" type="checkbox"/> Vaccination category: A <input checked="" type="checkbox"/> Criminal Record Check: National Police Check Working with Children <input type="checkbox"/> License: <input checked="" type="checkbox"/> Qualification: Postgraduate qualification in Child and Family Health Nursing <input checked="" type="checkbox"/> Registration: Current enrolment with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse Division 1
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SELECTION CRITERIA	1. This is an Identified Aboriginal/Torres Strait Islander Position. Applicants for this position must be of Aboriginal descent through parentage, identification as being Aboriginal and being accepted in the community as
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	<p>such. Exemption is claimed under Section 14 of the Anti-Discrimination Act 1977.</p> <ol style="list-style-type: none"> 2. Current registration with AHPRA as a Registered Nurse (Division 1) plus post graduate qualifications relevant to the specialty of Child & Family Health & or equivalent, and at least 3 years fulltime equivalent clinical experience in the specialty. 3. Demonstrated understanding of issues impacting on Aboriginal and Torres Strait Islander children and their families and evidence of post-registration experience working with families and young children, including experience working with families from Aboriginal and Torres Strait Islander backgrounds 4. Demonstrated ability to work effectively and collaboratively both independently and as part of the multidisciplinary health care team. 5. Demonstrated clinical expertise, and the ability to lead and foster innovation to enhance care provision within Aboriginal Child & Family Health and the ability to provide complex care and advanced clinical skills in care planning and service provision for families with children aged 0 to 5 years. 6. Demonstrated ability to provide leadership including education and quality improvement within the specialty of Aboriginal Child & Family Health. 7. Demonstrated effective communication including verbal, written and interpersonal skills and information technology skills. 8. Current driver's licence valid in NSW and willingness to use for work purposes
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JOB DEMANDS CHECKLIST - Note information below!

- This list helps both applicant and manager understand the physical/emotional requirements of a role.
- This list can be the basis for a pre-employment medical assessment, so if it is not accurate then there could be implications for both the employee and the manager/team if capacity is either not there or is impacted by the work.
- All WSLHD employees have a development plan – this list can inform what training may be needed for someone to manage risks identified.
- During the first 90 days of employment (induction and on-boarding) and regularly thereafter, each position should be assessed at the site as to the incumbent's (or future incumbent's) WHS responsibilities specific to the position.

Job Demands Frequency Key

I = Infrequent	intermittent activity exists for a short time on a very infrequent basis
O = Occasional	activity exists up to 1/3 of the time when performing the job
F = Frequent	activity exists between 1/3 and 2/3 of the time when performing the job
C = Constant	activity exists for more than 2/3 of the time when performing the job
R = Repetitive	activity involved repetitive movements
N = Not Applicable	activity is not required to perform the job

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Note: any entries not assigned a value will be automatically set to "N"

Click on the right hand column "Not Applicable" to make a selection from the drop box. There is a new section for "Other" at the end of this section ie additional demands not clearly included in the lists below.

PHYSICAL DEMANDS – description (Comment)	FREQUENCY
	Job Demands Frequency Key
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining in a standing without moving about to perform tasks	Frequent
Walking – floor type; even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type; even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – Forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to performance tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Occasional
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Occasional
Leg/Foot Movement – use of leg and or foot to operate machinery	Occasional
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15kg)	Not Applicable
Lifting/Carrying – light lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward to raise above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Occasional
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulations – gripping, holding, clasping with fingers or hands	Frequent
Working at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle.)	Frequent
SENSORY DEMANDS – Description (comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-rays, computer screen)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent

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Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Infrequent
PSYCHOSOCIAL DEMANDS – Description (comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Frequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patient/clients	Not Applicable
Exposure to Distressing Situations – child abuse, viewing dead/mutilated bodies	Frequent
ENVIRONMENTAL DEMANDS – Description (comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trip, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Frequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent
Other Demands -Description	
(consider if there are other particular issues not clearly described in the categories above)	

For further assistance please contact: Human Resources Business Partners – People and Culture

Save final version in HRC (formerly known as HRPM or TRIM) Your HR Business Partner should note in the HRC notes section that they have undertaken a review of the PD.