

# JOB DESCRIPTION FORM

EFFECTIVE DATE OF DOCUMENT:  
JULY 2006

## SECTION 1 - POSITION IDENTIFICATION

DIVISION: XXXX	CLASSIFICATION: Level 3	POSITION No:
DEPT/BRANCH: Nursing Services	TITLE: Clinical Nurse Specialist :	
SECTION: Clinical	SALARIES AGREEMENT/AWARD: Nurses (ANF - WA Public Sector) Award 1994 - Nurses WAPS Enterprise Agreement 2004	

## SECTION 2 - REPORTING RELATIONSHIPS

RESPONSIBLE TO	TITLE Director of Nursing and Divisional Director CLASSIFICATION: POSITION NO.:	Other positions reporting directly to this office:- <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Title</td> <td style="text-align: center;">Classification</td> </tr> <tr> <td>Clinical Nurse Specialist</td> <td style="text-align: center;">level 3</td> </tr> <tr> <td>Nurse Manager</td> <td style="text-align: center;">level 3</td> </tr> </table>	Title	Classification	Clinical Nurse Specialist	level 3	Nurse Manager	level 3
Title	Classification							
Clinical Nurse Specialist	level 3							
Nurse Manager	level 3							
RESPONSIBLE TO	TITLE: Nurse Coordinator XXXX Division CLASSIFICATION: Level 4 POSITION No.:							
THIS POSITION	TITLE: Clinical Nurse Specialist CLASSIFICATION: Level 3							

## DIRECT SUBORDINATES

Positions under direct supervision:			Other positions under control:	
Position No.	Title	Classification	Category	Number
As per area of responsibility			TOTAL	

## SECTION 3 - KEY RESPONSIBILITIES

State **BRIEFLY** the key responsibilities or prime function of the job.

The Clinical Nurse Specialist is responsible for patient safety and the delivery of quality patient care by all Clinical Nursing personnel within an assigned area of speciality. The Clinical Nurse Specialist is responsible for developing standards of practice, implementing changes to clinical practice and initiating research and quality improvement activities.

**SECTION 4 - STATEMENT OF DUTIES**

EFFECTIVE DATE OF DOCUMENT:  
**JULY 2006**

TITLE: Clinical Nurse Specialist

CLASSIFICATION: LEVEL 3

POSITION No.

**BRIEF SUMMARY OF MAIN DUTIES TO BE PERFORMED**

Clinical Nurse Specialist GENERIC STATEMENT OF DUTIES		Freq	% of role
1	<p><b>HOLISTIC CLINICAL PRACTICE (ENABLING)</b></p> <ul style="list-style-type: none"> <li>• Provides comprehensive complex nursing care to selected patients.</li> <li>• Provides a specialist resource and support role to staff, patients and general public.</li> </ul>		20
2	<p><b>CLINICAL PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>• In collaboration with other senior staff, monitors and adjusts the nursing personnel to ensure continuity of care at all times.</li> <li>• Accountable for human and material resources when planning and facilitating divisional activities in collaboration with other staff.</li> </ul>		20
3	<p><b>TEAMWORK</b></p> <ul style="list-style-type: none"> <li>• Facilitates and promotes effective communication with all levels of staff, patients and general public.</li> <li>• Applies a range of advanced interpersonal skills.</li> </ul>		20
4	<p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Provides professional supervision and teaches others within scope of practice.</li> <li>• Initiates and supports changes within the organisation.</li> </ul>		15
5	<p><b>REFLECTIVE PRACTICE</b></p> <ul style="list-style-type: none"> <li>• Sets own goals and reviews own and team members performance.</li> <li>• Coordinates, planning, implementation and evaluation of Continuous Quality Improvement activities.</li> </ul>		15
6	<p><b>PROFESSIONAL PRACTICE</b></p> <ul style="list-style-type: none"> <li>• Monitors and adheres to relevant Professional and Public Sector Codes of Practice and Ethics.</li> <li>• Accountable for maintaining and reviewing own professional practice and hospital wide standards of nursing practice.</li> <li>• Displays a knowledge of leadership</li> </ul>		10
<p>Frequency Key: D=Daily W=Weekly Q=Quarterly A=Annually</p>			

**SECTION 5 - SELECTION CRITERIA**

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TITLE: Clinical Nurse Specialist	CLASSIFICATION: Level 3
POSITION No:	

**ESSENTIAL**

- Eligible for registration with the Nurse’s Board of Western Australia, Division 1.
- Enrolled in and working towards a nursing degree or equivalent.
- Recent acute comprehensive experience in XXXX Nursing.
- Demonstrated knowledge and competency of complex nursing skills in XXXX Nursing
- Demonstrated advanced communication and interpersonal skills at an individual and team level.
- Demonstrated knowledge of leadership role in clinical practice.
- Acts as an advanced clinical resource to identify nursing staff learning needs in their development and evaluation.
- Demonstrated participation and knowledge of coordinating Continuous Quality Improvement activities.
- Knowledge of Equal Employment Opportunities, Occupational Health and Safety principles and practices and legislation that effects Nursing Practice.

**DESIRABLE**

- A Bachelor of Nursing or equivalent degree.
- Ability to apply research findings to the clinical practice area.
- Knowledge of Disability Services - awareness of access to health services that effect the clients of this position.

**SECTION 6 - APPOINTMENT FACTORS**

ALLOWANCES/SPECIAL CONDITIONS <i>An initial appraisal at 3 months followed by an annual performance appraisal.</i>
SPECIALISED EQUIPMENT OPERATED

**SECTION 7 - CERTIFICATION**

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE: \_\_\_\_\_  
Nurse Coordinator XXXX Division

SIGNATURE: \_\_\_\_\_  
Nurse Coordinator Corporate Nursing/Director of Nursing

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

NAME	SIGNATURE	DATE APPOINTED TO POSITION	DATE