



Australian Medical Procedures Research Foundation Ltd

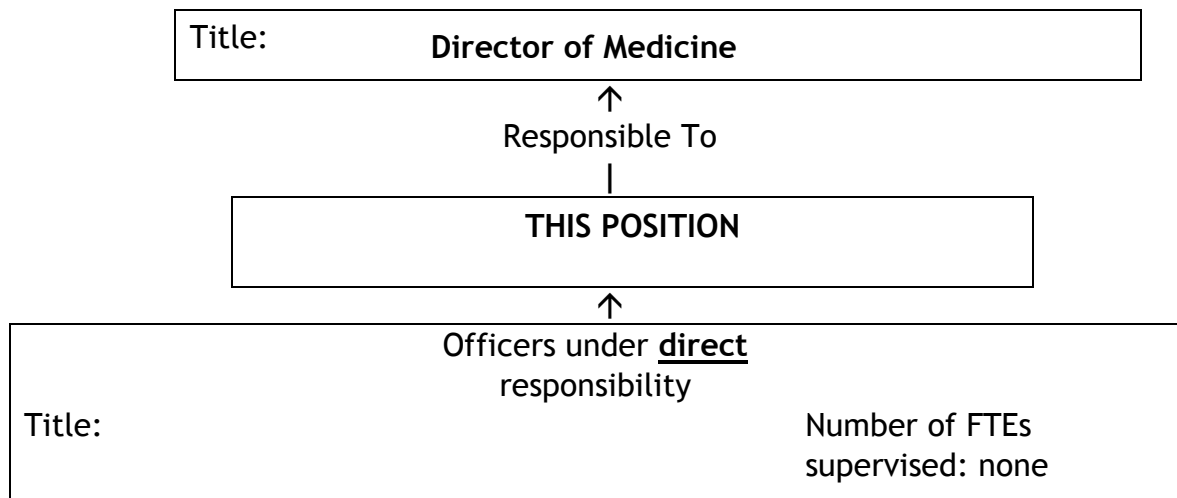
JOB DESCRIPTION FORM

SECTION 1 - JOB TITLE

Date of document: 19 November 2008

REGISTERED NURSE (HARBORNE HOUSE).

SECTION 2 - REPORTING RELATIONSHIPS



SECTION 3 - KEY RESPONSIBILITIES

[Brief statement of the key responsibilities or prime function of the job]

Responsible for providing a high standard of nursing care at Harborne House, Wembley.

SECTION 4 - CONTEXT & SCOPE

CONTEXT AND SCOPE
PURPOSE OF FRESH START <i>To help families overcome addiction</i>
ROLE OF MEDICINE & RESEARCH DIRECTORATE To provide medical services that assist in the treatment and rehabilitation of people recovering from drug addiction.
ROLE OF POSITION The role of this position is to work as an effective member of the Fresh Start Recovery team, with the primary responsibility of providing clinical nursing services at Harborne House. The wide ranging duties of this position requires the person to be passionate about helping people with addiction; flexible; well organised; good at setting boundaries for themselves and others; and willing to strive for excellence.



Australian Medical Procedures Research Foundation Ltd

This position is responsible for contributing to the achievement of the following outcomes:	
Duty No	Responsibilities
1	<p>Clinical Services (80%)</p> <p>Outcome : Fresh Start patients' health is restored.</p> <p>1.1.1 Provides advanced care to patients as directed by the medical practitioner.</p> <p>1.1.2 Initiates and implements quality nursing care informed by best practice.</p> <p>1.1.3 Plans, coordinates and problem-solves the clinical management of Harborne House residents.</p> <p>1.1.4 Acts as a clinical resource within a multidisciplinary team.</p> <p>1.1.5 Administers medication for clients and ensures relevant standards are met in providing medication.</p> <p>1.1.6 Maintains close working relationships with doctors, allied health team, rehabilitation centre manager and other health organisations in delivery of health care.</p>
2	<p>Other Services (10%)</p> <p>Outcome : Fresh Start staff are engaged in programmes that enhance the health of our patients as well as the general community.</p> <p>2.1.1 Works effectively in collaboration with other team members, other professionals and GPs to promote quality health care for clients.</p> <p>2.1.2 Report incidents as set out in the Fresh Start Standard Operating Procedures.</p> <p>2.1.3 Maintain client records and statistical data in accordance with Fresh Start Standard Operating Procedures.</p> <p>2.1.4 Provide consultation, advice and support on health matters as required.</p> <p>2.1.5 Liaise with community agencies regarding clinical management of patients.</p> <p>2.1.6 Assist in the preparation of Medical Reports to the Director as required.</p> <p>2.1.7 Participate in research of an applied clinical and evaluative nature.</p> <p>2.1.8 Continuously monitors standards of care, and reviews work priorities, procedures and processes.</p> <p>2.1.9 In collaboration with senior clinicians, delivers health education programs for clients, their carers/family, other professionals and the community.</p>
3	<p>Other Duties (10%)</p> <p>Outcome 1: Fresh Start team members work together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals.</p> <p>3.1.1 Support other Fresh Start team members as required.</p> <p>3.1.2 Follow instructions from the Director Medicine and Research.</p> <p>3.1.3 Maintain and willingly participate in continuing professional development including attending post-graduate educational courses as appropriate or as recommended by the Director Medicine & Research.</p> <p>3.1.4 Willingly participate in a performance appraisal process.</p> <p>3.1.5 Follow-up discharged patients by telephone or in person as required.</p> <p>3.1.6 Undertake other duties as required.</p> <p>Outcome 2: A workplace that is safe, free from harassment and values an ethical approach to all that we do.</p> <p>3.2.1 Assist in maintaining high standards of workplace health and safety.</p> <p>3.2.2 Assist in the implementation of initiatives that promote equal opportunity and high standards of personal behaviour and practice as outlined in the Fresh Start Code of Conduct.</p> <p>3.2.3 Maintains high standards of ethical and professional conduct.</p> <p>3.2.4 Comply with Good Clinical Practice guidelines as set out on the Fresh Start Quality Manual.</p>



Australian Medical Procedures Research Foundation Ltd

SECTION 6 - SELECTION CRITERIA

TITLE: REGISTERED NURSE

**[EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE
Include Qualifications, Skills, Experience, and Other Competencies]**

ESSENTIAL

1. Eligible for registration as a Registered Nurse by the Nurses Board of Western Australia.
2. At least 3 years post-graduate experience as a Registered Nurse working within clinical settings.
3. Demonstrated relevant advanced clinical and problem-solving skills.
4. Demonstrated excellent interpersonal skills and good oral and written communication skills.
5. Demonstrated experience and ability to work as part of a multi-disciplinary team.
6. Willingness to support Fresh Start's Christian approach and programmes.

DESIRABLE

1. Experience in the delivery of community, clinic and in-patient nursing services.
2. An understanding of addiction treatments and the aims and objectives of Fresh Start.
3. Active membership of a church.



Australian Medical Procedures Research Foundation Ltd

SECTION 7 - APPOINTMENT FACTORS

LOCATION : Wembley

ALLOWANCES/SPECIAL CONDITIONS:
[e.g. non-metropolitan travel, other travel requirements, frequent overtime or work outside normal business hours]

1. Appointment subject to Federal Police Clearance, a Working with Children Check (see www.checkwwc.wa.gov.au) and evidence of current registration by the Nurses Board of Western Australia.
2. Must possess a current 'C' class Driver's Licence and be willing to drive a vehicle from the Fresh Start fleet.

SPECIALISED EQUIPMENT OPERATED : COMPUTER, PRINTER, SMART PHONE

SECTION 8 - CERTIFICATION

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

- (ii) **Approved by**

CHIEF EXECUTIVE OFFICER

DATE

- (iii) As the occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document and in the performance of these duties will be committed to the values, vision, purpose and strategic goals of the Fresh Start Recovery Program.

Name (in full): _____

Signature: _____

Date: _____