



## Kimberley Aboriginal Medical Services Council Inc

### JOB DESCRIPTION FORM

#### POSITION IDENTIFICATION

Effective date of  
document

Award

Award Type: Fixed Contract

Title:

**KAMSC Renal Support Service Manager**



RESPONSIBLE TO:

This position:

**Manager, Kimberley Renal Support Services**

#### Key Responsibilities

1. General management and day-to-day operations of the KSDC providing leadership and support for the KSDC Health Team;
2. Administer and maintain Clinical Standards including all clinical assets according to standard policy and procedures

3. Manage workforce and material resources, budgetary monitoring and environmental safety including recruitment and orientation, staff development, performance, training, clinical supervision and in-service education.
4. To provide high quality holistic care, through a multidisciplinary problem solving approach that promotes maximum independence and optimises quality of life for the dialysis patient.
5. To demonstrate an advanced level of renal nursing skills and a commitment to developing own and others knowledge, including preceptorship training for new dialysis staff.
6. To be responsible for standards of nursing practice and monitoring the patient care delivered within the unit.
7. To promote and maintain collaborative relationships with peers, visitors and medical staff and other members of the health care team.
8. To be responsible and accountable for own practice.
9. To maintain a high standard of professionalism and work ethic.

#### **1. General Duties:**

- Manage patient caseload, including holiday dialysis patients when required.
- Act as a clinical resource to other staff and health team members.
- Encourage, support and promote the role of the Aboriginal Health Worker within the renal service.
- Monitor all dialysis treatments including entered parameters to ensure accuracy and safety has not been comprised.
- Evaluate treatment parameters in view of monthly bloods and discuss changes with the Nurse Coordinator / Senior Renal Nurse and patient..
- Consult with General Practitioner and Nephrologist to ensure optimal patient care.
- Monitor to ensure all documentation is timely and accurate and entered into the patient's record.
- Encourage and educate patients to be as self caring and as independent as possible.
- Educate patient and family on disease and treatment options by providing verbal, visual and

written information.

- Actively and effectively encourage client/family/community to engage in practices conducive to optimising health.
- Participate in the multi disciplinary problem solving approach to patient case management.
- Coordinate and be responsible for the daily running of the dialysis shift including arranging patient transport and entering data on the computer as per HDWA reporting requirements.
- Coordinate and supervise stock and medication ordering, ensuring adequate levels are maintained.
- Work in accordance with Occupational Safety and Health and Infection Control policy and procedures in order to maintain a safe clinical working environment.
- Maintain a high standard of nursing practice in the unit in line with best demonstrated practices and relevant legislation.
- Seek knowledge of current practices/trends in minimal care/self care dialysis.
- Contribute to maintaining an accurate FERRET database through patient recall.
- Demonstrate cultural sensitivity to all patients/colleagues who are treated/work in the Unit.
- Document and report immediately to KRSS Manager any risk management issues

## **2. Operational**

- Participate in ongoing professional education of self and others.
- Promote the philosophy and goals of the KSADC and the KAMSCO Organisation.
- Participation on working parties and/or committees as required.
- Monitor and establish effective managerial systems for the KSDC as identified.
- Manage change designed to improve organisational performance.
- Maintain statistical and data information as required
- Coordinate and participate in the accreditation process.
- Support changes designed to improve organisational performance.
- Participate in the development/review of policies, procedures and the continuous quality improvement process.
- Participate in the accreditation process.
- Manage all due processes and documentation for staff employment including but not

restricted to contracts, travelling claims, etc.

- Ensure building and equipment maintenance is maintained on a regular basis
- Identify and preparation of reports, proposals and submissions.
- Essential service contracts and insurances are complied with.
- In conjunction with other renal staff, identify and develop pamphlets and provide web site educational renal health promotion.
- Monthly stats and PPT
- Ensure the KSDC Assets are registered on the KAMSC Asset Management system.
- Other duties as required.

### **3. Maintenance of Clinical Standards and Clinical assets**

- Contribute to the annual review of clinical policies and procedures in conjunction with KAMSC and KRSS Management.
- Ensure all staff are aware of existing clinical policies and procedures and adhere to these in their clinical practice
- Ensure staffs have access to, and adhere to accepted guidelines for clinical practice. This also includes strict adherence to KAMSC Standing Orders, the Kimberley Standard Drug List and the Kimberley Chronic Disease Therapeutic protocols

### **4. Quality Improvement**

- Identify/ develop systems or programs that will contribute toward overall quality improvement of the service.

### **5. Workforce Development**

- Assist KAMSC Manager Human Resource and KRSS Manager to carry out staff performance appraisals as may be requested.
- Ensure all staff has access to clinical supervision according to KAMSC supervision policy.

### **6. Service Planning and Reporting**

- Attend and participate in regular KAMSC meetings
- Participate in other KAMSC planning meetings as required

### **7. Financial Management**

- Strict compliance with all KAMSC financial policies

## Selection Criteria

### Essential:

- Eligible for registration as a General Nurse with the Nurses Board of WA
- Tertiary or Diploma level qualification in Management and/or relevant management experience.
- Demonstrated team leadership, interpersonal and problem solving skills.
- Demonstrated advanced level of knowledge of current legislative requirements including Occupational Safety and Health, policies and issues which affect practice and the ability to formulate and implement strategies (including policies and procedures) to deal effectively with these issues to ensure the provision of evidence based practice.
- Demonstrated high level of effective written, verbal and interpersonal communication skills with the ability to consult, liaise and negotiate with all staff and external agencies.
- Ability and commitment to working as a member of a multi disciplinary team.
- Knowledge of Infection Control, Continuous Quality Improvement and Occupational Safety and Health requirements.
- Sound knowledge of continuous quality improvement principles and demonstrated commitment to the accreditation process.
- Commitment to the principles of Aboriginal community control and the advancement of Aboriginal Health Worker roles in the delivery of renal care.
- High level integrity in maintaining patient and organisational confidentiality
- "C" class drivers licence
- National Police Clearance

### Desirable:

- Sound knowledge and understanding of Aboriginal culture
- Proven ability to communicate and work effectively with Aboriginal people
- Experience working within Aboriginal Community Controlled Health Organisations

## CERTIFICATION

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

Name: Anthony M Lee

Position: Chief Executive Officer

Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

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

NAME	DATE APPOINTED TO POSITION	SIGNATURE	DATE

## OTHER INFORMATION

### KAMSC:

KAMSC (Kimberley Aboriginal Medical Services Council) is an regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.

Our major role is in advocacy and support for our ACCHS members as well as we operate remote clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidadanga. Our member ACCHS are based in Kununurra, Halls Creek [and Ringers Soak], Derby, Jurrugk [Gibb River Road- Kandiwal, Dodnun, Kupungari, Ngallagunda, Imintji, Yulumbu], Pandanus Park, Jarlmadangah Buru, the Kutjungka [Balgo, Mulan, Billiluna], Beagle Bay and Bidadanga Communities.

KAMSC is also responsible for the development and management of Renal Services for the Kimberley, including 3 dialysis units and support and coordination of care for those in early to advanced stages of kidney disease.

The KAMSC regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce. KAMSC's regional support includes:

- Population Health
- Social and Emotional Well Being
- Health Promotion
- Information Technology
- Pharmacy Support and Training
- Corporate and Financial Services
- Accredited Aboriginal Primary Health Care Training and Education
- Research
- Regional Renal Services
- Undergraduate and Postgraduate Medical Training

Website: [www.kamsc.org.au](http://www.kamsc.org.au)

### Location Description:

### Unit / Area Background:

