



Kimberley Aboriginal Medical Services Council Inc

JOB DESCRIPTION FORM

POSITION IDENTIFICATION

Effective date of
document

Award

Award Type:

Title:

Manager, Kimberley Renal Services



RESPONSIBLE TO:

This position:

Accreditation Officer

Key Responsibilities

- ◇ Coordinate the implementation of an ongoing quality improvement framework for the Kimberley Renal Services

- ◇ **Support the Kimberley Satellite Dialysis Centre to make a successful transition to achieving accreditation**

- ◇ **Support the Derby and Kununurra dialysis units to incorporate appropriate standards, policies and procedures as they are established, to ensure they are well-placed to achieve accreditation**

Coordinate implementation of an ongoing quality improvement framework for the Kimberley Renal Services

- Working closely with the Kimberley Renal Services Manager, support the establishment of the KRS Clinical Governance Committee (CGC)
- Provide secretariat support for the CGC, coordinating regular meetings, taking minutes, and ensuring actions from meetings are followed through
- Support the development and ongoing refinement of appropriate tools for assessment of clinical quality in regional renal services
- Collate relevant clinical indicator data using sources such as clinical incident reports, feedback from the KRSS database manager, etc and provide results to the CGC for consideration, interpretation and action
- Participate in orientation of all new staff to ensure an understanding of quality management and risk management principles, policies and procedures
- Coordinate staff education and training in the area of clinical quality and risk management

Support the Kimberley Satellite Dialysis Centre to make a successful transition to achieving accreditation

- Ensure all process elements in the pathway to accreditation are tracked and attended to
- Identify all areas highlighted by the assessors in the certification report for the KSDC requiring improvement or implementation if accreditation is to be achieved
- Identify any other accreditation standards, policies and procedures which need to be attended to in order for the KSDC to achieve accreditation
- Provide regular advice to the KSDC manager regarding required changes and act on instruction of the KSDC Manager to support the implementation of these
- Prepare draft standards, policies and procedures to meet any identified gaps, for more formal presentation and endorsement as required

Support the Derby and Kununurra dialysis units to incorporate appropriate standards, policies and procedures as they are established, to ensure they are well-placed to achieve accreditation

- Work closely with the KRS Manager, KSDC Manager, and local Derby and Kununurra dialysis and ACCHS staff as the new dialysis units are implemented, to develop and document appropriate best-practice policies, procedures and protocols
- Ensure both dialysis units are well-placed at the time of commencement of operation to achieve accreditation
- Support processes for two-way communication and coordination in relation to the Kimberley Renal Services clinical governance framework, to ensure its development and implementation reflects the needs

of all Kimberley Renal Services components

Selection Criteria

Essential:

- Demonstrated high-level experience and skills in the area of clinical quality assurance / accreditation
- Demonstrated extensive knowledge base in all areas of delivery of haemodialysis services
- Demonstrated high level of effective written, verbal and interpersonal communication skills
- Ability and commitment to working as a member of a multi disciplinary team
- Commitment to the principles of Aboriginal community control
- High level integrity in maintaining patient and organisational confidentiality
- "C" class drivers licence
- National Police Clearance

Desirable:

- Experience working in Aboriginal Community Controlled Health Service setting
- Qualifications relevant to quality management

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.

	DATE APPOINTED	
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NAME	TO POSITION	SIGNATURE	DATE

OTHER INFORMATION

KAMSC (Kimberley Aboriginal Medical Services Council) is a regional Aboriginal Community Controlled Health Service (ACCHS) which provides 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. In addition, KAMSC provides direct clinical services in the remote communities of Balgo, Billiluna, Mular, Beagle Bay and Bidyadanga. Our five independently incorporated member ACCHS include: the Ord Valley Aboriginal Health Service (OVAHS) in Kununurra; Derby Aboriginal Health Service (DAHS) in Derby; Yura Yungi Medical Service (YYMS) in Halls Creek; Broome Regional Aboriginal Medical Service (BRAMS) in Broome; and Palyalatju Mapampa Health Committee (PMHC) in the Kutjungka. 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

Kimberley Renal Services

All specialised renal services in the Kimberley operate under the umbrella of the Kimberley Aboriginal Medical Services Council, and are currently undergoing rapid expansion with funding from both Commonwealth and state governments for new dialysis units in Derby and Kununurra to supplement the 40-person Kimberley Satellite Dialysis Centre (KSDC) hub already well-established in Broome.

Further, funding to KAMSC from the WA state government has allowed implementation of a comprehensive Kimberley Renal Support Service (KRSS) to enhance regional efforts in prevention, early detection and better management of chronic kidney disease; provide timely pre-dialysis education and preparation; enhance training and support for patients on home dialysis options; and create a skilled, robust and culturally safe regional renal workforce to ensure that Kimberley people with kidney disease have access to the best of care, as close to home as possible.

These comprehensive renal services are provided in partnership with the visiting nephrologist from RPH; Fresenius Medical Care (FMC) who provide state-wide home therapies services; WA Country Health Services (WACHS); and local health service providers.

The model developed in the Kimberley is an innovative one which brings together primary, secondary and tertiary services in a culturally safe framework which aims to provide patients, families and communities with the best possible services, whilst building regional workforce capacity and providing diverse career paths for local Aboriginal people.

Website: www.kamsc.org.au