

## POSITION DESCRIPTION

<b>Position Title:</b>	Clinical Nurse Consultant (CNC)
<b>Business Unit/Department:</b>	Cognitive, Dementia and Memory Service (CDAMS)
<b>Division:</b>	Western Health at Home
<b>Award/Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Clinical Nurse Consultant – ZA1
<b>Reports To:</b>	Operational: CDAMS Service Manager Professionally: Director of Nursing.
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	11 July 2025

### Position Purpose

The Cognitive, Dementia and Memory Service (CDAMS) is a multidisciplinary, specialist service providing early diagnosis, advice, support and referral for people with cognitive difficulties causing memory loss or thinking problems, and those who support them. The service also provides consultancy, education and support to professional service providers.

The CDAMS Clinical Nurse Consultant (CNC) is a clinical expert in dementia diagnosis and management who will use their expert clinical knowledge and excellent communication skills to ensure the development and delivery of high-quality, innovative and responsive person-centered care for clients referred to the CDAMS service.

The CDAMS CNC will be required to provide comprehensive generic and specialist assessment of the client and where relevant their carer, encompassing physical, medical, psychological and social needs. The incumbent will have input into triage, diagnosis formulation, development of care plans in consultation with clients, carers and the CDAMS team and provide individually tailored management strategies and facilitate access to a range of service options that meet client/carer needs and maximise independence. As required the CDAMS CNC will also provide consultancy, education and training for referrers and other clinicians working across the various services within Western Health at Home, the wider hospital network and the community to enhance their understanding of dementia and cognitive impairment and the needs of persons from this client group and those who support them. If required, the CDAMS CNC will work across all sites within Western Health

The CNC will contribute to providing quality health and well-being services for our consumers demonstrating proficient to expert behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

### Business Unit Overview

### Our Vision

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The Division of Western Health at Home provides a comprehensive range of inpatient, clinic based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, allied health and administration staff. Western Health at Home services provide care from all Western Health campuses and within patient's homes, including residential aged care, supported accommodation and the custodial setting. The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated and patient centred care.

Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease.

The divisions medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit. Western Health at Home provides a range of acute and subacute services that deliver hospital level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab@Home, GEM@Home, Community Based Transition Care Program and Dialysis@Home, which deliver healthcare that would otherwise be provided within an inpatient setting.

Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West.

## Key Responsibilities



### Leadership

- Communicates information and expectations clearly and concisely in a way that builds effective and collaborative working relationships with others.
- Maintains a professional demeanour and serves as a role model for all nursing staff, both as a clinician and in line with behavioural expectations.
- Provides leadership in clinical situations demanding action.
- Take accountability for own actions and others under direction and sphere of responsibility
- Promotes a culture of innovation, education, excellence and consumer/client first focus, through policies and practices that support and recognise individual and collective team contribution.
- Demonstrates strong mentoring skills within the nursing and multidisciplinary team and supports succession planning.
- As an expert resource, provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a consumer focussed model of care.
- Exhibit a high level of emotional self-control and flexibility in complex, changing, and/or ambiguous situations and when confronted with challenges
- Maintains and fosters relationships with appropriate internal and external stakeholders.



### Research

- Obtains feedback through means such as surveys to ascertain whether service standards meet stakeholder expectations and responds to any identified deficits.
- Identifies areas that require improvement through observation, audits, incidents and staff feedback and implements improvement initiatives accordingly.
- Lead quality or practice improvement initiatives at local level and/or contributes to quality or practice improvement initiatives at program or organisational level
- Apply research evidence to clinical practice, has well developed strategies to inform practice in the absence of high level evidence
- Present and publish in appropriate professional conferences and journals and remain informed of the current literature.

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## Evidence Based Practice

- Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans.
- Be familiar with local and organisational policies, procedures and guidelines.
- Contribute to adverse event investigations and undertake individual and team-based reflective practice.
- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse, promote positive consumer outcomes and identify areas of improvement in nursing practice.
- Participate in new initiatives to enhance patient and consumer outcomes and experience, or staff employment outcomes and experience.
- Identifies opportunities for process redesign and to support staff in the implementation of redesign projects and activities.
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities.



## Education & Learning

- Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- Exchange and share information from participation in seminars and conferences with colleagues via huddles, in-services, presentations, education forums, team and other meetings.
- Provides education within area of extended nursing knowledge, skills & essence of nursing to multidisciplinary team members and consumers/families.
- Works with less experienced nurses/CDAMS clinicians to develop their capabilities.
- Promote the development of, and involvement in, professional networks and learning communities.
- Develop and evaluate policy initiatives that aim to foster patient/consumer involvement and provide them with real and meaningful choices about treatment options.



## Clinical expertise

- In a consulting capacity, provides clinical nursing expertise and direction in line with clinical standards policies and procedures to both internal and external customers, including providing high level nursing assessment, care planning and interventions/procedures.
- Is responsible for a timely response to referrals and manages and provides assistance to others in prioritisation and completion of tasks such as completion of necessary statistical data, including entry to support financial recuperation as appropriate.
- Act as a primary resource in relevant area and ensure the provision of high quality, culturally sensitive consumer care in partnership with consumers, their significant others and other members of the multidisciplinary care team
- Provides an efficient and customer focussed service commensurate with senior status and role. Analyses situations and make appropriate decisions in a timely manner that meets the needs of consumers, staff and organisation.
- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for patients/consumers and teams
- Represents clinical specialty in multidisciplinary working groups
- Contributes to a Quality and Business Plan as required in accordance with the National Safety and Quality Health Service Standards and Western Health Guidelines

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

## Key Working Relationships

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**Internal:**

- Director of Nursing and Midwifery
- Divisional Director
- Clinical Service Director
- Operations Manager
- Heads of Units
- Medical staff
- Nurse Unit Manager
- CDAMS Service Manager
- CDAMS clinicians and administrative staff
- Relevant Western Health Units, Wards, Clinicians and other staff.

**External:**

- Clients, their family/carers/those who support them.
- Key community organisations.
- General practitioners and broader Western Health Community Partners
- External referrers

**Selection Criteria****Essential**

- Current registration as a Registered Nurse with AHPRA
- Advanced nursing and leadership skills as evidenced by seven or more years post-qualifying experience and experience working in aged care and / or community nursing.
- Comprehensive knowledge and understanding of the characteristics of dementia including pseudo-dementias, the dementia pathway, behavioural and psychiatric symptoms associated with dementia.
- Significant clinical experience and expertise in assessment, interventions, treatment and management of persons with dementia / cognitive impairment and complex health conditions including a high level of understanding of the impact of a diagnosis of dementia on the individual and those who support them.
- Detailed knowledge of dementia and aged care service systems and community supports for clients and those who support them.
- Displays knowledge of research, new developments and evidence-based practice in dementia.
- Clinical experience and skill in working with clients from a wide range of culturally and linguistically diverse backgrounds.
- Demonstrated excellent time management and organisation and planning skills and demonstrated ability to work in multidisciplinary teams at an advanced level.
- Highly developed interpersonal skills. These should incorporate qualities of excellent communication (verbal and written) and skills in consultation, collaboration, negotiation and conflict management at all levels.
- Demonstrated competency and knowledge to effectively undertake comprehensive health care education.
- Demonstrates an ability to initiate, implement and evaluate research and quality projects and encourages staff to participate in these.

**Desirable**

- Post Graduate qualifications relevant to role.
- Demonstrated creative and proactive approach to the management of change.
- Current Victorian Drivers Licence

**Desirable Personal Attributes**

- Self-motivated
- Broad systems and innovative thinking
- Ability to influence others
- Mindful observation

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- Timely informed decision making
- Collaborative approach
- Confidence in own ability
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Effective delegator
- Resilience

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

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Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Click here to  
enter a  
date.](#)

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