



POSITION DESCRIPTION

Practice Nurse Team Leader (Clinical)

Position summary

This is a predominantly hands-on clinical role, working within the treatment room of a busy general practice. The Nurse Team Leader is responsible for delivering high-quality patient care while also providing day-to-day leadership, supervision and support to the nursing team. The role combines direct clinical care with a supportive leadership function to ensure safe, effective, and person-centred services across the practice.

Reporting

Reports to	Nurse Manager
Direct Reports	All Nurses / CPA

Key Selection Criteria

- Minimum 3 years' experience in nursing and chronic disease management
- Ability to provide comprehensive and compassionate general practice nursing – clinical competence
- Ability to maintain a high level of professionalism and confidentiality
- Excellent communication skills, written and verbal
- Ability to work independently, show initiative and work productively within a team environment
- Computer software and systems proficiency
- Bachelor of Nursing – current AHPRA registration – no restrictions
- Relevant checks as required by legislation
- Maintain collaborative relationships with GP's Allied Health and specialists

Key Position Responsibilities

Clinical Duties (Primary Focus – 80-90%):

- Provide direct patient care in the treatment room including but not limited to:
 - Wound assessment and management
 - Childhood and adult immunisations

- ECGs and phlebotomy (as required)
- Injections (e.g., B12, contraceptives)
- Triage / phone advice and results information
- Maintain up-to-date and accurate clinical records
- Promote evidence-based practice and high standards of infection prevention and control.
- Assist with KPI reporting

Leadership and Coordination (10-20%):

- Provide leadership and day-to-day support to the nursing team ensuring the Treatment Room operates efficiently, effectively and is patient driven
- Works with the Nurse Manager and Clinical Lead to promote and provide high level of nursing care and support to ensure high performance and morale including involvement in 1:1
- Act as a clinical role model and point of reference within the treatment room.
- Assist with patient complaints concerning Nurses staff as required
- Assist with induction, mentorship, and development of new or junior staff.
- Work collaboratively with the wider practice team to ensure smooth running of treatment room operations.
- Support with clinical audits, stock control, cold chain management, and ensuring treatment room readiness.
- Assist with review of Policy and Procedures
- Assistance with accreditation
- Represent the practice in a positive manner at all times and adhere to company values
- Overseas rostering to ensure adequate skill mix and staff numbers

Governance and Quality Assurance:

- Contribute to maintaining compliance infection control, and other regulatory requirements.
- Participate in significant incident reviews, clinical meetings, and quality improvement initiatives.
- Promote a culture of safety, continuous learning, and respectful team communication.

Qualifications and Experience:

Essential:

- Registered Nurse
- Strong clinical background in general practice or primary care
- Extensive hands-on experience in treatment room procedures

- Ability to work independently and confidently in a fast-paced setting

Desirable:

- Experience mentoring staff or supporting clinical leadership
- Familiarity with clinical systems

Personal Attributes:

- Reliable and proactive with a “can-do” attitude
- Passionate about hands-on patient care
- Supportive and collaborative leader
- Strong organisational and communication skills
- Ability to lead a team of nurses in team building and motivation by example
- Adaptability
- Conflict resolution skills
- Accountability and Integrity
- Emotional Intelligence
- Decision making skills
- Ability to lead the team to support values and culture of the practice

Attendance required at meetings

- Clinical, Nurse, Better Health Program others as required

Hours of work

As per individual contract of employment.

Monday to Friday shifts 08.45 – 5.15 pm

Breaks: 60 minutes for lunch and 10 minutes each for morning and afternoon tea (or one 20-minute break in the morning) to be taken in shifts with other staff to ensure continuity of care.

Other features

- Applicants require a working with children check