



POSITION DESCRIPTION

Practice nurse –Enrolled Nurse

Purpose

To ensure smooth and efficient functioning of the practice and provide an exceptional standard of care to our patients.

Reporting

Reports to	Nurse Manager
Direct Reports	Nil

Key Selection Criteria

- Recent experience in nursing and chronic disease management
- Ability to provide comprehensive and compassionate general practice nursing
- Ability to maintain a high level of professionalism and confidentiality
- Excellent communication skills, written and verbal
- Ability to work under indirect supervision , show initiative and work productively within a team environment
- Ability to communicate with a diverse range of people
- Computer software and systems proficiency
- Ability to provide patient education and health promotion

Responsibilities

Clinical

- Perform clinical duties within required level of clinical competency, according to best available evidence.
- Explain procedures to patients, providing them with support and reassurance.
- Duties include triage, immunisations and other injections, wound management, chronic disease management, ECG's and collection of pathology samples.
- Assist doctors with clinical procedures.
- Maintain clinical documentation.
- Telephone patients with test results as directed by medical staff.
- Assist with initial emergency care

Improvement of Patient Health Outcomes

- Conduct preventative/screening procedures; assist with patient education and community health promotion activities.
- Assist with patient recall and outreach programs.
- Prepare GP management plans and team care arrangements and reviews – identify goals, and the actions and make arrangements with services required.

Equipment and Supplies

- Ensure sterilisation and maintenance of clinical equipment.
- Assist with maintenance of stocks of clinical supplies, including correct storage (such as refrigeration), removal of out-of-date stock and ordering supplies.
- Provide input in purchasing relevant clinical equipment and supplies.

Compliance

- Maintain awareness of current and new legislation to ensure business is complying with all statutory and regulatory obligations including infection control, sterilisation, hazardous materials & safe handling/disposal of medical waste, records management, OHS, and accreditation.
- Ensure relevant personnel are kept informed and changes are made to systems and procedures as required.

Professional

- Act within the practice and nursing code of ethics & appropriate level of clinical competence at all times.
- Maintain awareness of current evidence and research on clinical practices and inform/educate other practice staff.
- **OHS**
- Consistently be aware of OHS requirements and comply with them.

General

- Assist with other practice duties as required.

Attendance required at meetings

Clinical, Nurse and Better Health Program

Expected behaviours and personal attributes

- Discharge of duty of care in the course of practice including meeting practice standards, and accountability for nursing actions.
- Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
- Excellent interpersonal and communication skills across all ages and social groups.
- Well-presented, friendly, courteous, and obliging.
- Represent the practice in a confident and positive manner at all times.
- Undertake all duties in a diligent manner, with honesty and integrity.
- Maintain absolute confidentiality and privacy regarding patient and practice information.
- Have a vigilant attitude to accuracy, being prepared to double check as necessary.

- Ability to work cooperatively and independently.
- Ability to prioritise and organise, with attention to detail.
- Demonstrated commitment to ongoing professional development
- This position requires physical ability to occasionally lift and/or move patients.

Hours of work

Monday to Friday shifts available 08.30 -17.30

It is expected that our staff will work extra time or days on occasions if this is required to deliver essential patient care.

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.

Education, Qualifications and Experience

Essential:

- Appropriate tertiary qualification & registration certificate.
- Nursing experience, preferably in a community-based role.
- Demonstrated understanding of the needs of general practice and interest in community-based nursing including patient education and health promotion.

Desirable:

- Knowledge of current immunisation schedules, Diabetes management, asthma management, enhanced primary care items, infection control, CPR and emergency resuscitation techniques, equipment & drugs.
- Competence in the use of relevant equipment & software – Best Practice
- Experience in similar role as practice nurse or community-based nursing.
- Experience with specific social groups serviced by practice, such as adolescents, aged care, migrant or refugee groups, Aboriginal & Torres Straight islanders, etc.
- Additional qualifications such as Diabetes Education Certificate, Asthma/Spirometry qualification/education.
- Training or experience in Medicare item numbers & health funds

Other features

- May be required/ requested to have some immunisations
- Applicants require a working with children check