



Position Description

Job Title: Practice Nurse

Purpose: To ensure smooth and efficient functioning of the practice and provide an exceptional standard of care to our patients.
 To support flexibility in practice staffing arrangements
 To maintain confidentiality of all practice and patient information

Reports To: Practice Principal – Dr Sarah McLay

Responsibilities

Clinical	<ul style="list-style-type: none"> - Perform clinical duties within required level of clinical competency, according to best available evidence. - Explain procedures to patients, providing them with support and reassurance. - A variety of clinical tasks including (but not limited to) the following: triage, immunisations and other injections; wound management, chronic disease management, ECG's and spirometry, audiometry, collection of pathology samples. - Assist doctors with clinical procedures and emergencies if required. - Maintain clinical documentation. - Participate in and document during telehealth consultations - Perform preconsult screening ensuring the patient data is up to date and accurate. - Assist with phlebotomy where necessary - Assist reception staff when and if needed.
Patient Services	<ul style="list-style-type: none"> - Assist with triage, data management, diagnostic services, networking with other providers, planning and management of patient care and patient advocacy. - Telephone patients with test results as directed by medical staff.
Improvement of Patient Health Outcomes	<ul style="list-style-type: none"> - Conduct preventative/screening procedures; assist with patient education and community health promotion activities. - Co-ordinate patient recall and outreach programs and GP management plans and team care arrangement.
Equipment and Supplies	<ul style="list-style-type: none"> - Ensure sterilisation and maintenance of clinical equipment. - Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal of out-of-date stock and ordering supplies.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	<ul style="list-style-type: none"> - Maintain awareness of current and new legislation to ensure business is complying with all statutory and

	<p>regulatory obligations including infection control, sterilisation, hazardous materials and safe handling/disposal of medical waste, records management, WHS, and accreditation.</p> <ul style="list-style-type: none"> - Ensure relevant personnel are kept informed and changes are made to systems and procedures as required. - Has primary responsibility for cold chain management and complies with the current edition of the National Vaccine Storage Guidelines. - Has primary responsibility for coordinating infection control processes within our practice - Has designated responsibility for the sterilisation process - Ensure sterilisation and maintenance of clinical equipment.
Professional	<ul style="list-style-type: none"> - Act within the practice and nursing code of ethics and appropriate level of clinical competence at all times. - Maintain awareness of current evidence and research on clinical practices and inform/educate other practice staff. - Change systems and procedures to ensure compliance with best available evidence as applicable. - Ensure relevant personnel are kept informed and changes are made to systems and procedures as required. - Ensure practice complies with all contractual obligations.
Occupational Health and Safety	<ul style="list-style-type: none"> - Consistently be aware of and comply with OHS requirements.
General	<ul style="list-style-type: none"> - Delegation of tasks to other medical and non medical staff. - Assist with other practice duties as required. - Tasks in this Position Description may be adjusted at times to best utilise staff abilities in various areas.

Education, Qualifications and Experience

Essential

- Appropriate tertiary qualification/s and registration/s
- Professional indemnity cover
- Minimum of one year's 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
- Knowledge of current immunisation schedules, diabetes management, asthma management, enhanced primary care items, infection control, CPR and emergency resuscitation techniques, equipment and drugs

Desirable

- Competence in the use of relevant equipment and software – be specific, give brand-names if appropriate.
- 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 refuge groups, aboriginals and Torres Straight islanders, etc.
- Additional qualifications such as Accredited Women's Health Certificate, Diabetes Education Certificate, Asthma/Spirometry qualification/education
- Training or experience in Medicare item numbers and health funds

- Member of Australian Practice Nurses Association (APNA)

Expected behaviours and personal attributes

- Demonstrated knowledge of and compliance with all relevant legislation and common law obligations affecting nursing
- Discharge of duty of care in the course of practice including meeting practice standards, and accountability for nursing actions
- Demonstrated knowledge of policies and procedural guidelines that have legal implications, for example, ensuring documentation conforms to legal requirements
- Practice only within the limits of their educational preparation and competence
- Identify and respond to unsafe practices, for example, implement interventions to prevent unsafe practice and/or contravention of law
- Demonstrated patient-focused approach in provision of services with genuine empathy and interest in their needs
- Excellent interpersonal and communication skills across all ages, social and cultural groups
- Be always 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 regarding patient and practice information.
- Have a vigilant attitude to accuracy, being prepared to double check as necessary.
- Be able to work cooperatively and independently, and the 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.

Other features

- Permanent/Casual position with a qualifying period of three months
- Professional development is provided and it is expected that the Practice Nurse will participate on a regular basis
- There may be potential for contact with hazardous material such as blood and body fluids
- The Practice Principals encourage all staff to be immunised against vaccine-preventable diseases

Hours of Work

- Hours of work will be in accordance with the practice's opening hours and needs, dependent on whether the position is full-time, part-time or casual.
- However it is expected that our staff will work extra time on occasions if this is required to deliver essential patient care.

Breaks

A minimum of thirty minutes for lunch and 10 minutes each for morning and afternoon tea to be taken in shifts with other staff to ensure continuity of care.