



# CHURCHILL FAMILY PRACTICE

## Position Description – Practice Nurse

**Position title:** Practice Nurse

**Reports to:** Practice Manager and Principal GP

**Purpose of position:** To ensure a smooth and efficiently functioning practice, in addition to providing an exceptional standard of care to our patients.

## Responsibilities

### Clinical

- Perform clinical duties within required level of clinical competency, according to best available evidence. Duties include: triage, immunisations and other injections, wound management, chronic disease management, ECGs, and collection of pathology samples.
- Assist doctors with clinical procedures and maintain clinical documentation.
- Explain procedures to patients, providing them with support and reassurance.

### Patient Services

- Assist with triage, data management, diagnostic services, networking with other providers, planning and management of patient care and patient advocacy.
- Telephoning patients with test results as directed by medical staff.

### Improvement of Patient Health Outcomes

- Conduct preventative/screening procedures.
- Assist with patient education and community health promotion activities.
- Coordinate patient recall and outreach programs, GP management plans, and team care arrangements.

### Patient Visits

- Provide home/hospital visits as required for monitoring support, including antenatal and post-natal care and health assessments.

### Equipment and Supplies

- Ensure sterilisation and maintenance of clinical equipment.
- Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal and disposal of out-of-date stock and ordering supplies.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 the practice is complying with all statutory and regulatory obligations including infection control, sterilisation, hazardous materials and safe handling/disposal of medical waste, records management, WHS, and accreditation. Ensure relevant personnel are kept informed and changes are made to systems and procedures as required.

### Infection Prevention and Control Coordination

- Maintain the practice's systems and processes for hand hygiene, environmental cleaning, spills management, and practice team immunisations in accordance with practice policy and procedure.
- Educate all members of the practice team on an annual basis regarding their responsibilities in infection prevention and control, or whenever changes in legislation, or practice procedures occurs.
- Manage the practice's sterilisation process, ensuring sterility and integrity in the process.
- Ensure the practice's waste management complies with local, state and federal regulations.



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## Professional

- Act within the practice and nursing codes of ethics and at an 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.

## Workplace Health and Safety

- Consistently be aware of, and comply with, workplace health and safety requirements.

## General

- Delegation of tasks to other medical and non-medical staff. Provide training and direct and indirect supervision to other nurse(s). Responsibility for the specific areas of infection prevention and control (incorporating immunisation, and practice team education), vaccine and cold chain management, safe storage and security of medicines. Assist with other practice duties as required.

## Expected Behaviours and Personal Attributes

- Demonstrate a 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.
- Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
- Practice only within the limits of your educational preparation and competence.
- Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
- 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.
- Always be 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.
- Ability to work cooperatively and independently and the ability to prioritise and organise.
- Demonstrated commitment to ongoing professional development.

## Education, Qualifications and Experience

- Appropriate tertiary qualification and registration with the Nursing and Midwifery Board of Australia.
- Current professional indemnity insurance.
- Current driver's licence.