

PAYNESVILLE MEDICAL CENTRE Pty Ltd

Position Description	
Job Title:	Senior Practice Nurse
Location:	Paynesville Medical Centre Pty Ltd 2/55 The Esplanade Paynesville, 3880
Classification	Practice Nurses Award 2020 [MA000034] Level 3, Pay Point 4
Created	July 2021 Updated May 2022
Responsible to:	Practice Manager
Position Objective:	To provide an exceptional standard of care and uphold the necessary duty of care to our patients. Ensure the smooth and efficient function of the practice. Contribute to enhancing the quality and delivery of healthcare by providing nursing services in the context of general practice.
Accountabilities /Operational Duties:	<ol style="list-style-type: none"> 1. Demonstrates comprehensive and accurate knowledge and skills in providing episodic and ongoing care that is responsive to patient circumstances and environments. <ul style="list-style-type: none"> ▪ Conducts accurate comprehensive assessment of patients presenting without appointments to improve outcomes and minimise adverse events. ▪ Assesses and develops health care plans that direct health care interventions and activities by others. ▪ Provides comprehensive physical, psychosocial and emotional care for patients. ▪ Conducts health care clinics. ▪ Provides health care services in accordance with Medicare Benefits Schedule conditions. ▪ Assists with minor procedures undertaken by the GPs. ▪ Assists with coordination and facilitation of Occupational Health Assessments. 2. Initiates and conducts comprehensive health maintenance and health promotion in partnership with patients and the General Practice Team. <ul style="list-style-type: none"> ▪ Undertakes health screening and health monitoring activities such as Cardiac Assessments including ECGs, Spirometry, and Pap Smears, Vaccination Clinics (if accredited nurse immuniser), alternatively under the direction of GP orders. ▪ Involvement in chronic disease management activities such as preparing a management plan, coordination care, and providing education about self-help strategies. ▪ Provides timely and accurate information and education to patients. ▪ Undertakes patient care planning reviews. ▪ Conducts patient Immunisations under GPs orders, wound care and chronic disease management activities and clinics. 3. Conducts assessment activities in collaboration with the GPs and PMC team. <ul style="list-style-type: none"> ▪ Demonstrates proficiency in health assessment skills (Polar/ PENCAT Audit Tool). ▪ Checks diagnostic results against patient symptoms and previous results and alerts GPs to any specific changes.

Document title: PMC Practice Nurse Position Description

Reviewed by: Liz Dickson | Practice Manager

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Next Review Date: May 23

- 4. Provides evidence-based information, resources, and education to assist patients and families to make health care decisions.**
 - Ensures that all information about chronic disease management, immunisation and wound care is accurate according to reliable sources.
 - Considers ongoing implications of the health of patients beyond the immediate episode of care.
 - Regularly reviews and updates patient's information resources.
- 5. Uses best available research to inform clinical care management.**
 - Collaborates with PHN and GP Representatives to access current information.
 - Initiates changes to practice guidelines and protocols based on evaluations of research outcomes and evidence.
 - Participates in research taking place in the general practice setting.
- 6. Coordinates and reviews programs, registers, and systems to facilitate quality patient care outcomes.**
 - Ensures recalls, pathology specimens and patient documentation systems are continuously updated and reviewed to ensure accuracy and optimal patient outcomes are achieved.
 - Collaborates with patients, GPs, other general practice staff and allied health providers in the development of new guidelines, protocols, and templates.
 - Monitor infection control processes in the clinic, including compliance with sterilisation guidelines.
 - Maintains cold chain systems and other medicine storage systems (Doctor's Bags).
- 7. Demonstrates proficiency in the use of information management technology and systems to inform clinical care management.**
 - Understands funding, billing and business systems used in the clinic.
 - Participates in practice accreditation processes.
 - Update practice and clinical policies and procedures in accordance with best practice and accreditation guidelines.
- 8. Ensures clinical nursing decisions are communicated to the general practice team.**
 - Appropriately refers patients to General Practitioners.
 - Collaborates with GPs to develop protocols and guidelines.
- 9. Participates in shared decision making about care delivery with patients, and members of the general practice team.**
 - Attends and contributes to practice meetings.
 - Addresses safety and quality issues for patients, and others working in the practice.
- 10. Recognise the need for ongoing education and training to maintain competency for nursing practice.**
 - Uses self-assessment and peer review to regularly assess own competence for practice within the agreed scope of practice.
 - Identifies the need for updated knowledge base for practice.
 - Supervises both enrolled and other registered nurses, and students of general practice at PMC as required and directed by the Practice Manager.
- 11. Safety & Quality**
 - Participate in practice risk management and quality improvement processes.
 - Report hazards, incidents and near misses in line with Practice policy
 - Maintain practice systems and processes for hand hygiene, environmental cleaning spills management, and practice team immunisations in accordance with practice policy and procedure.

	<ul style="list-style-type: none"> ▪ Educate all members of the practice team on an annual basis regarding their responsibilities in infection prevention and control, or whenever changes in legislation, practice procedure occurs. ▪ Ensure the practice's waste management complies with local, state and federal regulations. ▪ Practice duty of care including meeting practice standards and accountability. <p>12. General</p> <ul style="list-style-type: none"> ▪ Delegation of tasks to other medical and non-medical staff. Provide direct and indirect supervision to other nurse(s). Assist with other practice duties as required. <p>13. Education and Training</p> <ul style="list-style-type: none"> ▪ Maintain skills in CPR and other first aid as required
Qualifications and Experience	<ul style="list-style-type: none"> ▪ AHPRA Registration as a registered nurse ▪ Current Employee Working with Children Check ▪ Minimum 4 years general nursing experience
Key Working Relationships:	<p>Internal: This position reports directly to the Practice Manager, and additional working relationships with GPs and staff of PMC</p> <p>External: GPs, Allied Health Professionals, Healthcare Representatives & Suppliers</p>
Position Specific Competencies: (E) Essential (D) Desirable	<ul style="list-style-type: none"> ▪ Nursing qualification with registration in State of Victoria (E) ▪ Experience working in a primary healthcare setting (E) ▪ Experience in all aspects of chronic disease management (D) ▪ Ability to work co-operatively & independently in the role of Practice Nurse (E) ▪ Capacity to function effectively as part of a small team, with good communication and negotiation skills (E) ▪ Ability to work under pressure and prioritise own workload and the workloads of others under direct supervision. (E) ▪ Capacity to plan, engage & implement health promotion activities in collaboration with Practice Manager and GPs. (E) ▪ Competence and confidence in using computers and an ability and willingness to learn new programs and applications (E) ▪ Immunisation Accreditation (D)

I have read, understand, and agree to the above

(Name)

(Date)

(Signature)