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| Position Description – Practice Nurse |
| **Position title:** Practice Nurse | **Reports to:** Practice Principal |
| **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* Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal and disposal of out-of-date stock and ordering supplies.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.

**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*** Consistentlybe aware of, and comply with, workplace health and safety requirements.

**General*** 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.
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| 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.
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| **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.
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