

Position Summary

Position Title
Senior Practice Nurse
Organisational Background
<p>Ramahyuck District Aboriginal Corporation (RDAC) was established as an Aboriginal Community Controlled organisation in 1992 to improve the social, health and economic outcomes for Aboriginal people. RDAC is a leading provider of primary health care and related social and family support services to Aboriginal people and communities across Gippsland. RDAC's services are provided at the following locations: Sale, Morwell and Drouin. RDAC's services include: general practice; health assessment and education; dental, audiology; chronic disease management; drug and alcohol counselling; child and family services; child and maternal health; home and community care; immunisation and vaccinations; social and emotional wellbeing support and counselling; allied health; client transport and corporate services; child care service and Aboriginal Best Start program.</p>
Team Information
<p>The Primary Health Care Team aim to provide holistic quality primary care services, which meet the health care needs of the communities in which we deliver services. All Ramahyuck clinics are accredited against the RACGP Standards.</p>
Position Purpose
<p>Mentor and provide guidance to other nursing staff and the Aboriginal Health Practitioner workforce to ensure best practice health outcomes for patients of Ramahyuck District Aboriginal Corporation and Aboriginal community members, through provision of culturally safe and appropriate:</p> <ul style="list-style-type: none"> ▪ Primary health care ▪ Health education ▪ Early detection of disease ▪ Effective management of disease

Position Functions

Key areas of accountabilities	
1	Provide clinical nursing services to clients attending the clinics <ul style="list-style-type: none"> ○ Health screening ○ Health promotion ○ Health checks
2	Support the multidisciplinary team, in the capacity of Senior Registered Nurse, to provide high quality, consistent and culturally appropriate clinical services
3	Coordination of the day to day activities of RN's & AHP's working in the clinic
4	Oversee standards of practice amongst nurses and health workers ensuring that staff are: <ul style="list-style-type: none"> ○ working within their scope of practice; and ○ ensuring effective provision of best practice care
5	Provide guidance and support to the GPs in disease prevention and management of chronic disease by preparing health assessments and chronic disease care plans.
6	Knowledge and maintenance of recall and reminder system
7	Provide a link between services and patients, through networking and liaising with: <ul style="list-style-type: none"> ○ Hospitals and clinics ○ Home Visiting Services ○ Aged Care Assessment Teams ○ Allied Health Providers ○ GPs / Specialists
8	Management of the clinical environment by assisting the service to meet relevant standards and legislative requirements in: <ul style="list-style-type: none"> ○ Infection control / Sterilization ○ Cold chain management ○ Records management ○ Occupational health and safety ○ Accreditation processes
9	Provide support to practice management in the following areas: <ul style="list-style-type: none"> ○ Computer skills-appointments / data entry ○ Stock control of medical supplies and equipment ○ Scheduling and documentation of routine maintenance or repair of medical equipment ○ Working knowledge of Medicare / MBS ○ Completion of audits associated with the above

10	Coordinate: <ul style="list-style-type: none"> ○ ordering and control of pharmacy ○ ordering and control of medical supplies ○ purchase and maintenance of clinical equipment
11	To act at all times in a professional manner in accordance with the policy and procedures of Ramahyuck District Aboriginal Corporation
12	To perform any other duties as directed by the Practice Manager and/or GM Clinical Services
Other responsibility areas (All staff)	
Quality and Risk Management Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with RDAC policies	
Professional Development & Education Actively participate in relevant continuing professional development as required. Participate in educational activities relevant to the role within RDAC	
Occupational Health and Safety Ensure a safe working environment is maintained to RDAC staff and clients	
Cultural Diversity Actively participate in a continuous process of developing cultural competence by broadening knowledge of and respect for diverse individuals and communities with particular emphasis on the local East Gippsland demographic	
Teamwork Work proactively with all members of the Corporate Services Team in supporting the Unit and its strategic aims	

Position Requirements

Qualifications	
1	AHPRA Registered Nurse – experience working in a medical practice
2	Post Graduate qualifications (or working towards) in area relevant to practice – desirable

3	Clinical skills appropriate for a Registered Nurse in a General Practice Setting (Venepuncture, wound management, ECG's, Care Planning etc)
4	Immunisation Certificate – for Registered Nurses or ability to obtain
5	Knowledge of Medical Director and Pracsoft Software or willingness to obtain
6	Full Driver's Licence, Criminal History Check and working with Children's card

Key Selection Criteria	
1	Knowledge and understanding of Local Aboriginal and Torres Strait Islander cultures
2	Demonstrated experience in mentoring other clinical staff
3	Well-developed interpersonal skills with the ability to communicate effectively with a range of internal and external stakeholders
4	Demonstrated use of time management skills and ability to work under pressure
5	Demonstrated ability to use sound clinical judgement
6	Demonstrated knowledge of the Medicare Benefits Scheme and computer software packages relevant to clinical practice
7	Knowledge on Australian Privacy Principles of the Privacy Act 1988 in relation to handling of sensitive information by health care providers