

## Position Summary

<b>Position Title</b>
Practice Nurse
<b>Organisational Background</b>
<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>
<b>Team Information</b>
<p>The Primary Health Care Team aim to provide holistic quality health care services, which meet the health care needs of the communities in which we deliver services. All Ramahyuck clinic's are accredited against the RACGP Standards and registered with GPA+</p> <p>Our health team professionals provide a comprehensive range of health care services inclusive of: health checks, general medical complaints, immunisation, diabetes education, venepuncture and chronic disease management.</p>
<b>Position Purpose</b>
<p>Improve health outcomes for patients of Ramahyuck District Aboriginal Corporation and Aboriginal community members, through provision of:</p> <ul style="list-style-type: none"><li>▪ Primary health care</li><li>▪ Health education</li><li>▪ Early detection of disease</li><li>▪ Effective management of disease</li></ul>

## Position Functions

Key areas of accountabilities	
1	<p>Provide clinical nursing services to clients attending the clinics</p> <ul style="list-style-type: none"> <li>○ Health screening</li> <li>○ Health promotion</li> <li>○ Health checks</li> </ul>
2	<p>Coordination, Implementation and support of the GPs in disease prevention and management of chronic disease by preparing health assessments and chronic disease care plans.</p>
3	<p>Knowledge and maintenance of recall and reminder system</p>
4	<p>Computer skills-appointments / data entry</p>
5	<p>Provide a link between services and patients, through networking and liaising with:</p> <ul style="list-style-type: none"> <li>○ Hospitals and clinics</li> <li>○ Home Visiting Services</li> <li>○ Aged Care Assessment Teams</li> <li>○ Allied Health Providers</li> <li>○ GPs / Specialists</li> </ul>
6	<p>Management of the clinical environment by assisting the service to meet relevant standards and legislative requirements in:</p> <ul style="list-style-type: none"> <li>○ Infection control / Sterilization</li> <li>○ Cold chain management</li> <li>○ Records management</li> <li>○ Occupational health and safety</li> <li>○ Accreditation processes</li> </ul>
7	<p>Provide support to practice management in the following areas:</p> <ul style="list-style-type: none"> <li>○ Computer skills-appointments / data entry</li> <li>○ Stock control of medical supplies and equipment</li> <li>○ Scheduling and documentation of routine maintenance or repair of medical equipment</li> <li>○ Knowledge of MBS item numbers</li> <li>○ Completion of audits associated with the above</li> </ul>
8	<p>To act at all times in a professional manner in accordance with the policy and procedures of Ramahyuck District Aboriginal Corporation</p>
9	<p>To preform any other duties as directed by the Clinic Coordinator</p>

### 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 Health Services Team in supporting the Unit and its strategic aims.

## Position Requirements

### Qualifications

1	Enrolled Nurse - Division 2 to Registered Nurse - Division 1 with the Australian Health Practitioner Regulation Agency (AHPRA)
2	Minimum two year experience as a Enrolled or Registered Nurse
3	Immunisation Certificate – for Registered Nurse
4	Knowledge of Medical Director and Pracsoft Software
5	Current Victorian Working With Children's Check

6	Satisfactory Criminal History Check
7	Must pass drug & alcohol testing

Key Selection Criteria	
1	Knowledge and understanding of Local Aboriginal and Torres Strait Islander cultures.
2	Well-developed interpersonal skills with the ability to communicate effectively with people.
3	Demonstrated use of time management skills and ability to work under pressure
4	Demonstrated ability to use sound clinical judgement
5	Knowledge on Australian Privacy Principles of the Privacy Act 1988 in relation to handling of sensitive information by health care providers