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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 * Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal and disposal of out-of-date stock and ordering supplies.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. | |
| 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. | |