JOB TITLE REGISTERED NURSE

DATE 29th February 2024

REPORTS TO Practice Principal & Practice Manager (Practice Support Coordinator)

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| **position description** |
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| Position purpose | A qualified nurse who will provide patients with the relevant heath care to restore them back to health or maintain the existing state of health. You will work with a variety of patients providing physical or psychological support when required. The role will also involve filing and logging patient forms and documents.  |
| Main tasks | Core objectives include: * Be an attributing member of the nursing staff.
* Provide direct care activities to patients.
* Contribute to collecting accurate health care information and maintaining accurate health care documentation as required.
* Communicate effectively with patients and other health care team members.
* Treat medical emergencies.
* Responsible for all policy and procedure with regard to Infection Control & Cold Chain Management.
* Wound care
* Iron Infusions
* Vaccinations
* Chronic disease management & Health assessments
* Follow care regulations and standards.
* Skin Cancer Screening
* Pre-employment medicals, both onsite and offsite
* Preventive health & education
* Cold Chain Supervision
* Ordering of Vaccinations / Dr’s Bag / All Consumables
* Training & Induction of all new nursing staff.
* Liaise with Third Patries as deemed appropriate by the Practice Principle

The above list is not exhaustive, and the role may change to meet the overall objectives of the practice. |
| Other Duties | * Fulfil other duties as required by management and other department personnel as requested/required
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| Required qualities | * Good critical thinking attributes.
* Good judgement and decision-making attributes.
* Previous monitoring /coordinating roles.
* Great communication skills
* Integrity
* Team Player.
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| Desired competencies | * Analytical thinking.
* Initiative.
* Tenacity.
* Strategic thinking.
* Positive approach to change.
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| **Person Specification** |
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| Qualifications  | * Bachelor of Nursing or diploma in Nursing
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| Experience | * A proven track record of commitment and reliability.
* A proven record working with patients/persons in care.
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| Knowledge | * Knowledge in health care and patient assistance
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| Skills & competencies | * **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
* **Communication:** the ability to communicate clearly and concisely**,** varying communication style depending upon the audience. Liaise with Practice Principle & Practice Support Coordinator (with third parties as required) to encourage practice development & strategic planning.
* Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.
* Commerciality: ability to apply knowledge in a practical, commercial manner.
* Teamwork: willingness to assist and support others as required and get on with team members.
* Time management/organisation: accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.
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| Personal attributes | * Professional approach (essential).
* Confident manner (essential).
* Positive approach to change (essential).
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**This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.**

**ACKNOWLEDGEMENT**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

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| **SIGNED BY YOU**.........................................................Employee |  | .............................................Date |

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| **SIGNED BY MANAGEMENT**.........................................................Manager |  | .............................................Date |