



Service Street

MEDICAL CENTRE

Job Description – Practice Nurse	
Job Title PRACTICE NURSE	Reports To PRACTICE PRINCIPAL
Purpose of the position To ensure smooth and efficient functioning of the practice and provide an exceptional standard of care to our patients.	
Responsibilities <ul style="list-style-type: none"> ◆ CLINICAL: Perform clinical duties within required level of clinical competency, according to best available evidence. Demonstrate clinical leadership and initiative. Duties include triage, immunisations and other injections; wound management, chronic disease management, ECG and collection of pathology samples. Assist doctors with clinical procedures. Maintain clinical documentation. ◆ PATIENT SERVICES: Explain procedures to patients, providing them with support and reassurance. Assist with triage, data management, diagnostic services, networking with other providers, planning & management of patient care and patient advocacy. Telephone 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. Co-ordinate patient recall and outreach programs and GP management plans and team care arrangement. Leads clinical risk management and quality improvement processes including recording incidents, complaints and near misses. ◆ EQUIPMENT & SUPPLIES: Ensure sterilisation and maintenance of clinical equipment. Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal of out-of-date stock and ordering supplies. Perform cold chain management. Provide input in purchasing relevant clinical equipment and supplies. ◆ COMPLIANCE: Maintain awareness of current and new legislation to ensure business is complying with all statutory and regulatory obligations including infection control, sterilisation, hazardous materials & safe handling/disposal of medical waste, records management, OHS, and accreditation. Disseminate important updates and contingency plans. Ensure relevant personnel are kept informed and changes are made to systems and procedures as required. ◆ PROFESSIONAL: Act within the practice and nursing code of ethics & 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. Maintains currency of vaccine requirements as per ATAGI guidelines. ◆ OHS: Maintain up-to-date knowledge of OHS requirements and comply with them. ◆ GENERAL: Delegation of tasks to other medical and non medical staff. Provide direct and indirect supervision to Division 2 Nurse/s. Assist with other practice duties as required eg, environmental cleaning, stock refills. 	
Expected behaviours and personal attributes <ul style="list-style-type: none"> ◆ 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 their 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.
- ◆ Be always 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. & ability to prioritise and organise, with attention to detail.
- ◆ Demonstrated commitment to ongoing professional development
- ◆ This position requires physical ability to occasionally lift and/or move patients.

CODE OF CONDUCT

Staff are required to wear the prescribed uniform whilst on duty. In cases where a uniform is not able to be worn, staff should wear neat clothing similar to the prescribed uniform or clothing which conforms to acceptable standards of professional dress. Clothing should be ironed, clean and kept in good condition.

Staff should maintain high levels of personal hygiene paying particular attention to excessive body odours and general cleanliness.

All staff with long hair should have it tied back neatly. Make up and jewellery should be kept to a minimum.

Education, Qualifications and Experience

ESSENTIAL:

- ◆ Evidence of registration
- ◆ Professional indemnity cover.
- ◆ Minimum of one years nursing experience, preferably in a community-based role.
- ◆ Demonstrated understanding of the needs of general practice and interest in community-based nursing including patient education and health promotion.
- ◆ Knowledge of current immunisation schedules, Diabetes management, asthma management, enhanced primary care items, infection control, CPR and emergency resuscitation techniques, equipment & drugs.

DESIRABLE:

- ◆ Competence in the use of relevant equipment & Best Practice software
- ◆ Experience in similar role as practice nurse or community-based nursing.
- ◆ Experience with specific social groups serviced by practice, such as adolescents, aged care, migrant or refuge groups, Aboriginal & Torres Straight islander people, etc.
- ◆ Additional qualifications such as Accredited Women's Health Certificate, Diabetes Education Certificate, Asthma/Spirometry qualification/education
- ◆ Training or experience in Medicare item numbers & health funds
- ◆ Member of APNA

Hours Of Work

List Monday to Friday hours. Weekend & Public Holiday work & frequency.

However it is expected that our staff will work extra time on occasions if this is required to deliver essential patient care.

Breaks: 30 minutes for lunch and 10 minutes each for morning and afternoon tea to be taken in shifts with other staff to ensure continuity of care.

Other Features:

Professional development provided or expected.
Potential for contact with hazardous material such as blood & body fluids.
May be required to have some immunisations.

Date:

TERMINATION

Notice period: The practice can require an employee to work out their notice or it can be paid in advance, so they leave immediately. If an employee refuses to work out their notice they may lose some of their entitlements. The required notice period and entitlements upon termination will be determined by the relevant award or workplace agreement.

Termination pay: Amounts payable on termination include accrued pay in lieu of notice (if applicable), redundancy pay, annual leave, outstanding wages and long service leave entitlements. In some cases, such as summary dismissal, failure to give notice on resignation or abandonment of employment, employees may forgo some of their entitlements. Check the relevant award or workplace agreement to ensure all relevant entitlements are included in the employee's termination pay.