



## Position Description

<b>Job Title:</b>	Practice Nurse (Registered Nurse)
<b>Employer:</b>	Family Doctor Pty Ltd
<b>Reports to:</b>	Practice Manager

### Position Objective

To manage high quality nursing services in a general practice setting in a professional, friendly, caring and supportive manner, according to best practice standards. To ensure the smooth and efficient functioning of the clinic and optimal patient care.

### Key Responsibilities

#### Immunisations

- Administer vaccines according to NH & MRC Schedule
- Maintain patients' immunisation records
- Complete ACIR online reporting requirements
- Follow up ACIR 020A report quarterly
- Maintain register of staff immunisation status/refusal
- Order vaccines & monitor expiry dates
- Cold chain monitoring
- Maintain vaccine fridge according to NH & MRC recommendations
- Record daily vaccine fridge temperatures
- Maintain vaccine recall system
- Maintain practice immunisation rate above 90%

#### Health Assessments

- Maintain over 75 years recall system
- Undertake functional assessment component of health assessment
- Undertake information collection component of health assessment
- Arrange GP appointment with patient
- Ensure Medicare Health Assessment item number claimed

#### GP Management Plans & Team Care Arrangements

- Identify appropriate patients
- Maintain a recall system for reviews
- Assess patients and document results, identifying needs
- Prepare GPMP / TCA

- Provide self-management information and other patient education
- Assist in referring patients to allied health services where appropriate
- On going assistance with reviews and re-assessment of patient
- Ensure Medicare item numbers claimed

### **Diabetes Annual Cycle of Care**

- Compile database of all known diabetics
- Ensure each diabetic patient record has annual cycle of care documentation
- Maintain diabetic recall system
- Undertake diabetic education as deemed appropriate by GP
- Undertake diabetic foot assessments as deemed appropriate by GP
- Undertake blood pressure, height, weight and calculate BMI

### **Asthma Cycle of Care**

- Perform Spirometry
- Provide patient education regarding asthma and asthma related devices as deemed appropriate by GP
- Maintain databases with register and recall system

### **45 – 49 Year Old Health Checks (once only)**

- Search databases for eligible patients who have an identifiable risk factor for chronic diseases including family history
- Send recall letter
- Assist GP assessing patients and documenting results, identifying needs
- Provide self-management information and other patient education as directed by GP
- Assist GP to prepare a GPMP / TCA if appropriate
- Assist in referring patients to allied health services if appropriate

### **Antenatal Patients**

- Undertake Urinalysis, Weight and BP as directed by GP
- Provide antenatal education as directed by GP

### **Accreditation**

- Develop protocols and procedures relevant to nursing duties to meet accreditation requirements
- Attend practice clinical meetings
- Responsible for infection control within the practice
- Maintain appropriate waste disposal and waste collection requirements
- Maintain appropriate sharps disposal and sharps collection requirements
- Provide education to staff re infection control and cleaning requirements
- Maintain/manage Staff Immunisation register

### **Sterilisation**

- Ensure that all used instruments are cleaned according to the RACGP guidelines
- Ensure that the practice has a designated “dirty” basin
- Develop and maintain sterilisation protocol for the practice
- Ensure that the steriliser meets all of the AS41487 requirements
- Ensure that all sterilised stock is rotated and stored appropriately

## **General Duties**

- Triage patients on arrival at practice if necessary
- Maintain and restock doctors' bags on a monthly basis or more often if necessary
- Maintain and rotate medication supplies on a fortnightly basis
- Maintain practice S8 Drug Register
- Give injections as requested by the GP
- Perform ECGs, Urinalysis, BP, BSL, Spirometry as requested by the GP
- Perform measurements e.g. height, weight, visual acuity
- Prepare and stock consulting rooms
- Remove sutures and wound management as directed by GP
- Occupational Health & Safety – identify risks to patients, staff and others
- Order & monitor stock, samples and clinical supplies
- Prepare for, assist with and clean up after procedures performed at the practice
- Removal of plaster casts
- Maintain skills in cardiopulmonary resuscitation and first aid
- Act in a chaperone capacity for female patient examinations if necessary
- Patient follow-up as directed by GP
- Ensure that recall registers/systems are continuously reviewed to achieve optimal outcomes
- Maintain awareness of legislation to ensure compliance with statutory and regulatory obligations including infection control, sterilisation, hazardous materials & safe handling/disposal of medical waste, records management, OHS and accreditation. Inform relevant personnel and make changes to systems and procedures as required.
- Label & prepare specimens.
- Act within the practice and nursing code of ethics & appropriate level of clinical competence at all times.
  
- Perform iron infusions
  
- Perform ear syringing

## NOTE:

This position description intends to provide an outline of the key responsibilities of the position. Staff are expected to carry out any duties and apply knowledge & skills, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position will evolve over time. A flexible attitude to change is expected of all staff. Any proposed changes will be discussed with you.