

# Position Description

## Practice Nurse



*Swan Hill Medical Group*

### Position Description – Practice Nurse

**Job title:** Practice Nurse

**Reports to:** Practice Manager

#### **Purpose of position**

To ensure smooth and efficient functioning of the practice and provide an exceptional standard of care to our patients.

### **Responsibilities**

#### **Clinical**

- Perform clinical duties within required level of clinical competency, according to best available evidence. Explain procedures to patients, providing them with support and reassurance. Duties include triage, immunisations and other injections; wound management, ear irrigation, chronic disease management, ECG's and collection of pathology samples. Assist doctors with clinical procedures. Maintain clinical documentation.

#### **Patient Services**

- 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.

#### **Patient Visits**

- May be required to attend Aged Care Facilities to conduct health assessments.

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 Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal of out-of-date stock and ordering supplies.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

#### **OHS**

- Consistently be aware of OHS requirements and comply with them.

### **General**

Delegation of tasks to other medical and non-medical staff. Provide direct and indirect supervision to other SHMG Nurses. Assist with other practice duties as required.

### **Expected behaviours and personal attributes**

- Being accountable for the standards of nursing care for the health unit and for coordination of the nursing service of the health unit;
- participating as a member of the executive of the health unit, being accountable to the executive for the development and evaluation of nursing policy, and generally contributing to the development of health unit policy;
- providing leadership, direction and management of the nursing division of the health unit in accordance with policies, philosophies, objectives and goals established through consultation with staff and in accordance with the directions of the Board of Directors of the health unit;
- providing leadership and role modelling, in collaboration with others, particularly in the areas of staff selection, promotion of participative decision making and decentralisation of nursing management and generally advocating for the interests of nursing to the executive team of the health unit;
- managing the budget of the nursing division of the health unit;
- ensuring that nursing services meeting changing needs of clients or patients through proper strategic planning; and
- complying, and ensuring the compliance of others, with the code of ethics and legal requirements of the nursing profession.
- 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.
- Possession of current driver's licence

## Education, Qualifications and Experience

### Essential:

- Appropriate tertiary qualification & registration certificate.
- 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:

- 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

By mutual agreement

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 (or 1hour) 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:

Permanent position with a probationary period of 6 months.

Potential for contact with hazardous material such as blood & body fluids.

May be required to have some immunisations.

**Date:**