

Position Description – Practice Nurse



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Position title: Practice Nurse

Reports to: Practice Manager

Purpose of position: To ensure a smooth and efficiently functioning practice, in addition to providing an exceptional standard of care to our patients.

Actual Hourly Rate: To be advised

Superannuation: 10.5% of ordinary time earnings

Award: Nurses Award [MA000034]

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, spirometry's 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 recalls, GP management plans, and team care arrangements.

Patient Visits

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- Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal and disposal of out-of-date stock and ordering supplies.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

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- 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

- Consistently be 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.