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| **Position Description – Practice Nurse** | |
| **JOB TITLE:** Practice Nurse | **REPORTS TO:** Nurse Manager |
| **PURPOSE OF THE POSITION**  To ensure smooth and efficient functioning of the practice clinical services and provide an exceptional standard of care to our patients. | |
| **RESPONSIBILITIES**  **OHS:**  Be aware of Work Place Health and Safety (WHS) requirements and comply with them. | |
| **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, chronic disease management, ECG’s, medicals and collection of pathology samples * Assist doctors with clinical procedures * Maintain clinical documentation   Participate in nurse-led chronic disease clinics, supporting patients to work towards their health goals as defined in the “patient care plan” and liaise with the doctors regarding patient health outcomes and progress | |
| **Patient Services:**  Assist with triage, data management, diagnostic services, networking with other providers, planning & management of patient care and patient advocacy.  Provide patient 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. Assist with patient recall and outreach programs, GP management plans and team care arrangement. | |
| **Equipment & Supplies:**  Maintain stocks of clinical supplies, including correct storage and maintain cold chain protocol, removal of all out-of-date stock. | |
| **Compliance:**  Be aware of current and new legislation to ensure compliance with all statutory and regulatory obligations including infection control, hazardous materials & safe handling/disposal of medical waste, records management, OHS, and accreditation. | |
| **Professional:**  Act within the practice and nursing code of ethics & appropriate level of clinical competence at all times. Be awareness of current research on clinical practices | |
| **Health Assessments**  Conduct Home Health Assessments in a timely manner including input of assessment information into patient records within 28 days of being issues the health assessment. | |

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| **General:**  Ensure adherence to statutory & Health E Medical clinical protocols, practice policies and procedures. Act in a professional and courteous manner at all times towards both patients and co-workers. 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 * Comply with duty of care in the course of practice activities 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 * Be well-presented, friendly, courteous and obliging represent the practice in a confident and positive manner at all times both within and outside the practice whilst performing duties * 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 a high attention to detail * Demonstrated commitment to ongoing professional development with regards to CPD point requirement |
| **EDUCATION, QUALIFICATIONS AND EXPERIENCE**  **Essential**:   * Appropriate tertiary qualification & registration certificate * Maintain current professional indemnity insurance cover * Demonstrated understanding of general practice needs and interest in community-based nursing including patient education and health promotion * Knowledge of current immunisation schedules, diabetes and asthma management, enhanced primary care items, infection control, CPR and emergency resuscitation techniques, equipment & drugs. * Member of APNA   **Desirable**:   * Competence in the use of relevant equipment & Best Practice soft ware * Experience in similar role as practice nurse or community-based nursing. * 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 |

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| **OTHER FEATURES:**  Qualifying period of 6 months for all new staff.  Professional development provided and expected.  Requirement for use of own vehicle for home health assessments.  Potential for contact with hazardous material such as blood & body fluids.  May be required to have some immunisations. | | | |
| **Approved By:** | Julie-Ann Wuttke | **Position Held:** | General Manager Practice Operations |
| **Signature:** |  | **Date:** |  |
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| **Incumbent:** |  |  |  |
| **Signature:** |  | **Date:** |  |
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