

POSITION DESCRIPTION PRACTICE NURSE- ENROLLED

POSITION DETAILS	
Position:	Practice Nurse - Enrolled
Reports to:	Practice Manager
Classification:	<i>Nurses Award 2010</i>
Location:	Tamworth
Special requirements:	<ul style="list-style-type: none"> • Current AHPRA Nurse registration as an Enrolled Nurse • Working with Children Check • First Aid Qualifications • NSW Drivers Licence

Organisational Context

Peel Health Care is an innovative and dynamic GP practice based in Tamworth, Northern NSW. The practice was established in Bridge St in August 2005 by the Directors of North West Slopes Division of General Practice and in June 2009 moved to Peel St as a result of continuous growth and expansion. Since then, the practice has facilitated the delivery of high-quality health care in a friendly and modern environment.

The practice promotes a team approach to good health, with a comprehensive team of professionals. GP registrars, medical and nursing students are taught by the practitioners in the practice. The practice is fully accredited with AGPAL. Our medical practice contains state-of-the-art medical facilities and equipment. We provide nursing, physiotherapy, podiatry, mental health, immunisations, women's health and minor surgeries.

Standards and Expectations

The Practice Nurse - Enrolled must adhere to Peel Health Care's standards and expectations:

1. Honesty, integrity, and ethical conduct at all times;
2. Excellent interpersonal and communication skills, including tolerance and the capacity to develop rapport with a wide range of stakeholders;
3. Leading and supporting staff to achieve their highest standard of work; and
4. High levels of motivation, initiative, and innovation.

Position Profile

The Practice Nurse- Enrolled at Peel Health Care is responsible for delivering quality health care to patients of the practice through the provisions of nursing services. The Practice Nurse will work as part of a team of Nurses to support Medical Practitioners in all areas of General Practice.

Accountability

The Practice Nurse- Enrolled will report directly to the Practice Manager and will be accountable for assisting with all designated activities in line with company policies, procedures, and regulatory and legislative requirements. They will also be expected to operate both autonomously and in a team environment within their scope of practice, ensuring they keep the Practice Manager and relevant staff, briefed throughout. They will strive to exceed quality work standards and client service satisfaction levels.

Key Responsibilities

Key responsibilities include:

- Assisting Medical Practitioners in delivering clinical services, including:
 - Patient triage
 - Acute assessment of patients
 - First aid assistance with emergency procedures
 - Suture removal and wound management
 - Assistance with minor procedures
 - ECGs
 - Ear syringing (Accredited Nurses only)
 - Spirometry
 - Blood sugar levels
 - Injection and medication administration
 - INRs
 - Urinalysis
 - Cervical screenings (Accredited Nurses only)
 - Diabetes clinics
- Undertake Health assessments including over 75s, 45-49 year, DVA, ATSI and assisting with workplace and pre-employment health checks
- Daily co-ordination of treatment areas, including: stock control, sterilization, general maintenance and care of medical instruments and equipment
- Improve health outcomes by contributing to and enhancing the management and prevention of ill health through:
 - Identification of key practice patient populations (e.g. diabetics, asthmatics, elderly)
 - Implementing health assessments and care plans
 - Dissemination of patient education such as information leaflets, videos and posters
 - Provision of advice (e.g. medications, contraception, diet, lifestyle)

- Patient advocacy
- Understanding of Medicare item numbers
- Adhere to relevant standards and legislative requirements related to:
 - Infection control/sterilization including maintaining procedures for disposal of clinical waste and sharps, ordering of protective equipment and maintaining spills kit
 - Cold chain monitoring
 - Efficient and accurate computerized data entry
 - Workplace health and safety
 - Monitoring/ordering of stock, samples and supplies, including S8 drug register
- Liaise with other care providers to deliver optimal health outcomes for practice patients, such as:
 - Emergency services
 - Medical representatives
 - Community Health centers
 - Aged Care Assessment Teams
 - Hospital
 - Home visiting services
- Participating in meetings, staff training, development programs and performance appraisals.
- Reporting of equipment failure and issues relating to Workplace Health and Safety.
- Strictly observing the principals of confidentiality and security of patient notes and company information.
- Adhere to and encourage PHC Ltd company values at all times.
- Other duties as required consistent with the Practice Nurses skills and qualifications

Workplace Health and Safety (WHS):

Contributing to a safe and healthy workplace by:

- Following WHS instructions, policies and procedures;
- Reporting accidents and hazards and addressing potential risks;
- Working to ensure both your own and others' safety; and
- Actively participating in WHS meetings, suggesting improved risk and hazard mitigation.

Prepared by:	HR Consultant – Pinnacle People Solutions
Approved by:	
Date Approved/Updated:	
Version No:	VERSION 1 – 19/11/2020

Employee Acknowledgement

Signed by:	
Print Name:	
Date:	

Selection Criteria

Essential Criteria

- Current AHPRA Nurse registration as an Enrolled Nurse
- Qualified to deliver immunisations or willingness to become qualified
- Competent IT user including clinical software
- Excellent communication skills
- Demonstrated ability to work as a member of a multi-disciplinary team to provide patient care
- Demonstrated ability to self-motivate and use own initiative
- Proven multi-tasking, problem solving and time management skills

Desirable Criteria

- Previous general practice experience
- Knowledge of Best Practice clinical software