

Generic Practice Nurse Position Description

Position Title: - Practice Nurse

Approved by Principal GP/Practice Manager:

Approved Date:

General Purpose of Position:

It is expected that the employee will contribute to enhancing the quality and delivery of health care by providing nursing services in the context of general practice.

Key Selection Criteria - Mandatory

- Registered nurse – with a current practising Certificate of registration with Nurses Board of Victoria
- Minimum one year's experience as a Registered Nurse
- Professional indemnity cover
- Demonstrated patient-focused approach in service provision
- Excellent interpersonal and communication skills
- Ability to work in a team as well as independently
- Ability to prioritise and organise
- Demonstrated commitment to ongoing professional development
- Possession of current Victoria drivers licence
- Willingness to learn on the job

Mandatory identified Skills

These skills are mandatory to the position but it is not necessarily that you currently possess them. However, you must be prepared to acquire them with assistance once in position.

- Wound Care
- Pathology collection
- Computer literacy
- Immunisation certificate
- Knowledge of the Enhanced Primary Care items

Desirable

These skills and knowledge are desirable and if not held would be areas that the practice would encourage and support future professional self-development .

- Accredited Women's Health Certificate
- Diabetes Education Certificate
- Asthma education

Duties and Responsibilities

Liaise with:

- Emergency Services
- Medical Representatives
- Community Health Centres
- Aged Care Assessment Teams
- Hospital
- Home visiting Services

Manage the clinical environment by assisting the general practice to meet relevant standards and legislative requirements in

- Infection control
- Cold chain monitoring
- Records management/data entry
- Occupational health and safety - identification of risks to patients, staff and others
- Accreditation processes
- Sterilisation

Practice Management Support

- Computer skills
- At times may be required to assist in the practice with appointments and reception duties
- Accreditation
- Ordering of stock, samples and supplies
- ACIR notification

Improve health outcomes by contributing to and enhancing the management and prevention of ill health through

- Identification of key practice patient populations (eg diabetics, asthmatics, elderly)
- Implementing health assessments and care plans
- Identifying patients due/overdue for immunisation
- Developing recall systems
- Dissemination of Patient education - leaflets, videos, posters
- Advice (eg medications, contraception, diet, lifestyle)
- Chronic disease management including diabetes and asthma review and education
- Patient advocacy

Clinical Role

- Triage/First aid assistance with emergency procedures
- Acute assessment of sick patients
- Pathology collection / ECG
- Injections – medication administration
- Suture removal
- Assistance with minor procedures
- Wound management
- Removal of Plaster casts and synthetic casts
- Ear Syringing
- Spirometry
- BSL
- Urinalysis
- Child and adult Vaccinations
- Cervical screening

Physical Demands

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and drive a vehicle. The employee must occasionally lift and/or move up to 5 kilograms. Specific vision abilities required by this job include close vision, and distance vision.
- The position requires the employee to be capable of sufficient mobility to enable regular attendance at meetings.
- Reasonable accommodations may be made to enable participants with disabilities to perform the essential functions.

Salary Rating

This position is (number) hours permanent part-time/fulltime/casual(delete which not applicable) with the salary rating of \$. per hour

The employee will begin employment under a three-month probationary period at which time the appointment will be reviewed. Salary review for this position is based on an annual performance appraisal.

Professional Development

This Practice is committed to the ongoing Professional Development for all its employees and encourages them to attend educational activities that will enhance the employees ability to perform tasks at the practice. The practice will allocate up \$. for attendance at continuing education activities. Attendance at activities that are during working hours must be negotiated with the employer, with reasonable notification.

Signed

Date

Principal General Practitioner/Practice Manager

Date

This position is to be reviewed in three months – Date