

Employment

Position Description

Position:	Practice Nurse
Award:	Nurse Award 2020
Classification:	As per Modern Award
Status:	As per Contract of Employment
Qualifications:	Current Registration with AHPRA as a Registered or Enrolled Nurse

Position Objective(s)

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

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, “nine pillars” have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with ‘yes’ in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers’ expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

Safety

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance with OHS regulations.

Key Responsibilities and Duties

CRITICAL RELATIONSHIPS:

- Practice Manager
- Partners, associates, assistant doctors and registrars
- Medical and nursing students
- Administration support staff
- Patients
- Pharmacists
- Aged care facilities
- Specialist, allied health practitioners and GP clinics
- Hospitals
- Great South Coast Medicare Local
- Indigenous health groups

REQUIREMENTS:

- Current nursing registration
- Professional indemnity, according to the Professional indemnity insurance arrangements registration standard
- Commitment to continuing professional development as per the Continuing professional development registration standard, including annual CPR training and anaphylaxis training for immunisation nurses

FUNCTIONALITY: Hours may range between 8.15 am and 6.30pm

DUTIES & RESPONSIBILITIES:

- Chronic Disease
 - Chronic disease management, including health assessments, care planning and visits to aged care institutions, as required.
- Clinical
 - Assist with medical and surgical procedures
 - 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 infections; wound management, ECG's, Spirometry and the collection of pathology samples

- Maintain clinical documentation
- Patient services
 - Assist with triage, data management, diagnostic services and networking with other providers\
 - Planning and management of patient care
 - Advise patients of test results as directed by medical staff
- Improvement of patient health outcomes
 - Conduct preventative/screening procedures
 - Assist with patient education
 - Coordinate patient recall
 - eHealth – patient summary uploads
- Equipment and supplies
 - 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
- Maintain doctors' rooms
- Assist with other practice duties as required

COMPLIANCE with the following is essential

- Code of Ethics for Nurses in Australia
- Code of Professional Conduct for Nurses in Australia
- Warrnambool Medical Clinic's Code of Conduct for Nursing Staff
- Cold chain procedures as set out in WMC's Policy & Procedure Manual RACGP's Standards for General Practice (4th edition) and Strive for 5
- Infection control procedures as set out in WMC's Policy & Procedure Manual RACGP's Infection Control Standards for Office Based Practices (4th edition) and The Blue Book
- Awareness of accreditation requirements
- OHS requirements
- Attendance at in-house Nurses' and/or Clinical Meetings, as required
- Competency Standards for nurses in general practice

Organisational Relationships

Reports to: Clinical Lead Practice Nurse

Internal Contacts: All staff, residents, clients, families, patients

External Contacts: Members of the public, contractors, suppliers and government departments

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures

- Participate in quality activities within the work area to improve the efficiency of the Department
- Participate in relevant training to ensure continued professional development for the betterment of the organisation
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Director of Nursing

Date: May 2020