

Employment

## Position Description

<b>Position:</b>	Chronic Disease Nurse
<b>Award:</b>	Nurse Award 2020
<b>Classification:</b>	As per Modern Award
<b>Status:</b>	As per Contract of Employment
<b>Qualifications:</b>	Current Registration with AHPRA as a Registered Nurse

### Position Objective(s)

Manage patients that have been identified as having a chronic disease and working closely with the General Practitioner around the preparation of management plans, referrals to allied health services, referrals to health programs and regularly review and maintain the recall register.

### 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

### **DUTIES & RESPONSIBILITIES:**

- Manage patients that have been identified as having a chronic disease, including working closely with the General Practitioner around the preparation of management plans, referrals to allied health services, referrals to health programs and regularly review and maintain the recall register.
- Manage coordination of patients with the multi-disciplinary team, including Allied Health Services and other external service providers.
- Organise and refer patients for Home Medicine Reviews and support patients who attend the Practice for medication management.
- Case management of complex clients, crisis support and advocacy.
- Preventative health activities including health assessment, immunization and opportunistic health education.
- Demonstrate a comprehensive and accurate knowledge and skill in providing care that is responsive to individual and group circumstances:
- Conduct accurate comprehensive assessment of individuals and groups presenting with or without appointments to improve outcomes and minimise adverse events.
- Identify and provide comprehensive physical, psychosocial and emotional care for individuals and groups.
- Provide health care services in accordance with Medicare Benefits Schedule conditions.
- Initiate and conduct comprehensive health promotion and education by promoting patient, carer and community wellbeing through health information, education, specific programs, community development and self-care. As well as providing timely, accurate information and education to staff and medical students within the Practice.
- Undertake health screening and health monitoring activities including ECG, as well as other clinical tasks requested by the General Practitioner.
- Recognise the need for ongoing education and training. Maintain skills in CPR, immunisation and other first aid requirements.

## REQUIREMENTS:

- Current AHPRA registration
- Previous experience in Chronic Disease Management
- Excellent communication and interpersonal skills
- Ability to multi task and work effectively in a busy environment
- Previous experience using Best Practice medical software is desired
- Experience accurately documenting GP management plans and performing comprehensive Health assessments.
- Knowledge of MBS item numbers and billing cycles.

## CRITICAL RELATIONSHIPS:

- Service Manager
- General Practitioners and registrars
- Medical and nursing students
- Administration support staff
- Patients
- Pharmacists
- Aged care facilities
- Specialist, allied health practitioners and GP clinics
- Hospitals
- Primary Health Network
- Indigenous health groups

**FUNCTIONALITY:** Hours may range between 8.30 am and 5.30pm

**COMPLIANCE** with the following is essential

- Code of Ethics for Nurses in Australia
- Code of Professional Conduct for Nurses in Australia
- Code of Conduct
- Practice policy and procedure
- Awareness of RACGP accreditation standards
- OHS requirements
- Attendance at in-house Nurses' and/or Clinical Meetings, as required
- Competency Standards for nurses in general practice

## Organisational Relationships

**Reports to:** Primary Health Project Manager

**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: General Manager – Primary Health Care

Date: October 2022