



North East Valley Division of General Practice Ltd.

PRACTICE NURSE POSITION DESCRIPTION

POSITION TITLE	Practice Nurse
FULL-TIME/PART-TIME	1 Full time / Part-time Initial appointment - 6 months, with the possibility for extension
CLASSIFICATION	Practice Nurse
AWARD/ CERTIFIED AGREEMENT	Nurses Award
REPORTS TO	North East Valley Division of General Practice
CONTACT	Ken Mansbridge (CEO)
CONTACT PHONE NUMBER	9496 4333

POSITION SUMMARY

To provide nursing services at the Kinglake Community Medical Centre. The medical practice has been established in response to the devastating Black Saturday bushfires to the practice population. The position is expected to work as part of the general medical practice team currently consisting of 1FTE GP, a position shared by 12 rostered GPs and Receptionist as well as work in collaboration with the range of other services within the Kinglake catchment area.

This position provides the opportunity to support a community severely affected by the bushfires.

ACCOUNTABILITIES

Provide a link between services, patients and the general practitioner by coordinating patient services, through networking and liaising with:

- Hospital and clinics
- Home visiting Services
- Community Health Centres
- Aged Care Assessment Teams
- Medical Representatives
- Allied health carers
- Community Care
- Mental Health Services

Ensure standards and legislative requirements are met and maintained whilst managing the clinical environment and performing duties within the areas of:

- Infection control –maintenance of procedures for disposal of contaminated waste and sharps disposal.
- Accreditation

- Records management/data entry
- Occupational health and safety - identification of risks to patients, staff and others
- Sterilisation – Maintenance of sterilisation procedures including documentation appropriate for medicolegal purposes, cleaning, dispatching of non sterile stock to CSSD, and storage
- Maintenance of procedures for cold chain monitoring and vaccine storage and usage

Provide support to practice management in the following areas:

- Computer skills- appointments/recalls/data entry
- Accreditation
- Stock control of medical supplies, drugs, oxygen and liquid nitrogen
- Scheduling and documentation of routine maintenance or repair of treatment room equipment
- Maintenance of local and notification of ACIR vaccine register
- Knowledge of Commonwealth chronic disease management items (PIPS)

Assist the general practice to improve the health outcomes of its practice population by implementing, developing and providing clinical support in the following key areas:

- Identification of key practice patient populations (eg people with diabetes, asthma, the elderly)
- Implementing health assessments and care plans
- Identifying patients due/overdue for immunisation
- Dissemination of patient education resources
- Health promotion and advice (eg contraception, diet, lifestyle, smoking cessation)
- Management of Chronic diseases including diabetes and asthma, through clinical care, education and encouragement of patients to self manage.
- Patient advocacy
- Planning, managing and delivering patient care

Clinic Role:

- Registration of all new clients – historical data collection only
- Collection of clients social history, health summaries and allergies
- Monitoring of appointment scheduling and client waiting times
- Triage of clients who present without an appointment or are internally referred
- Triage/First aid assistance with emergency procedures
- Collection of pathology specimens / ECG
- Injections – medication administration
- Suture removal
- Assistance with minor procedures
- Wound care
- Removal of Plaster casts and/or synthetic casts
- Spirometry/audiometry
- Urinalysis
- Child and adult Vaccinations
- Cervical screening
- Perform pre-medical measurements eg height, weight, visual acuity
- Maintain a safe orderly clinic environment
- Maintenance supplies and drugs for doctors bag monthly or as requested

Other Duties:

- Provide courteous advice and assistance to patients and visitors of the medical centre
- Maintain effective working relationships with staff and regularly participate in team and organisational activities.
- Ensure that statistical records and accountability information is prepared and forwarded in a timely manner.

- Understand budget parameters and where possible present possible strategies for improvement.

KEY SELECTION CRITERIA

- Division 1 Registered Nurse—current Practising Certificate of Registration with Nurses Board of Victoria
- Substantial experience as a Division 1 Registered Nurse
- Professional indemnity cover
- Demonstrated patient-focused approach in service provision
- Excellent interpersonal and communication skills
- Ability to work cooperatively and independently
- Ability to prioritise and organise
- Demonstrated commitment to ongoing professional development
- Possession of current drivers licence

Mandatory Skills

- Wound Care
- Pathology collection
- Computer literacy

Desirable Skills

- Accredited Women's Health Certificate
- Diabetes Education Certificate
- Asthma/Spirometry qualification/education
- Immunisation certificate
- Knowledge of the Enhanced Primary Care items

ADDITIONAL INFORMATION

It is anticipated this position will commence in early July 2009

Salary will be between \$32-\$35.00 per hour depending on experience. Substantial salary packaging benefits are available

Hours of work Monday to Friday, 9am to 5pm as rostered.
However, it is expected that staff will work in line with GP / Nurses hours and what is required to deliver essential patient care.

RELATIONSHIP TO PERFORMANCE DEVELOPMENT AND REVIEW PLAN

An initial performance review will take place three months following commencement of employment and then on an annual basis.

CLOSING DATE FOR APPLICATIONS

Friday June 26th