



## Position Description – Practice Nurse

**Position Title** Practice Nurse - Division 1 / Division 2

**Type of employment** Casual / Permanent Part Time / Fulltime

**Name:** \_\_\_\_\_

### **Organisational Environment**

The Myers Street Family Medical Practice is one of the largest primary care providers in the state, with a clinical and administrative team that exceeds 60 individuals, including over twenty-five general practitioners and allied health providers. The practice is located in Geelong's CBD and is manned by GPs, nursing staff and medical receptionists from 8am til 10pm, 7 days a week.

### **Duty Statement**

The appointee would join the MSFMP nursing team and be expected to perform a key role within the greater MSFMP team through clinical involvement. As a MSFMP practice nurse, the principle objective is to help uphold the necessary duty of care to our patients. Within this objective, the main responsibility is to provide quality support for the general practitioners.

### **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 / Enrolled Nurse (Div 1 or Div 2) – with a current practising Certificate of registration with Australian Health Practitioner Regulation Agency - AHPRA
- 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
- Willingness to learn on the job
- Willingness to provide flexibility in staff rostering arrangements
- Maintain patient confidentiality
- Awareness of the principles of medical ethics.

## **Mandatory identified skills**

These skills are mandatory to the position but it is not necessary 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**

- check emergency drugs and equipment at beginning of each shift
- check oxygen cylinders x2 in Treatment room
- record temperatures of vaccine fridges at beginning of each shift
- apply appropriate wound care to patients upon GP request
- immunise patients as ordered upon GP request
- ACIR notification
- wipe down trolleys and restock them when needed
- check stock in treatment room and restock cupboards from file room
- change linen in treatment and doctors' rooms daily or as requested
- make up instrument soaking solutions
- clean and sterilise instruments
- clean and tidy vaccine fridges
- wash, dry and fold linen
- change bins
- tidy instrument cupboard
- tidy sample cupboard
- check sharps containers
- lubricate ear syringes
- check medicine expiry dates
- other duties as reasonably required
- be Punctual
- always be neatly dressed in correct uniform
- be well spoken and be able to clearly present herself/himself
- able to access appropriate transport (and hold current drivers licence)

## **Workplace Safety**

- Contribute to the security and safety of the practice environment
- Minimize public risk in the clinic
- Clean and sterilise instruments
- Be familiar and act in accordance with infection control guidelines
- Handle contaminated waste appropriately
- Handle non-contaminated waste appropriately
- Handle sharps safely
- Respond to sharps injury appropriately
- Handle vaccines safely
- Comply with the Occupational Health and Safety Policy of the Practice

**Liaise with:**

- MSFMP general practitioners
- Emergency Services
- Medical Representatives
- Community Health Centres
- Aged Care Assessment Teams
- Hospitals
- 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 when there are no clinical duties to attend to and shall take directions from the office manager. The clinical duties shall always take precedence over office duties.
- Accreditation
- Ordering of stock, samples and supplies
- ACIR notification and reports

**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

**Health education**

The Practice Nurse will provide health education for individuals, families and groups that is culturally sensitive and appropriate. He/she will demonstrate and teach appropriate skills for health maintenance and prevention of accident and illness.

This may include:

- health education about self care, eg viral upper respiratory tract infections
- health education about risk factors, eg dietary advice, exercise programs, stress management, smoking, cot death, melanoma
- health education for chronic diseases to prevent recurrences or deterioration, eg diabetes, asthma
- teaching of self monitoring procedures

- peak flow monitoring
- use of inhalers
- recording of blood pressure
- blood pressure monitoring and urinalysis
- education about medications and their side effects
- teaching skills, eg
  - simple dressings
  - injection techniques

### **Co-ordination of Services**

- The Practice Nurse will refer to, and collaborate and co-ordinate with other health workers to ensure optimal patient care, giving due regard to ethics and confidentiality.
- The Practice Nurse may act as a care giver or co-ordinator of case management.
- The Practice Nurse will co-ordinate with other health professionals on preventative health, promotion and community based programs.
- The Practice Nurse will assist with registration of patients, where appropriate.

### **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
- Assist with removal of plaster casts and synthetic casts
- Assist with ear syringing
- Spirometry
- BSL
- Urinalysis
- Child and adult Vaccinations
- Chaperone medical or gynaecological examinations as required

### **Administrative Role**

#### **Background Knowledge (Desirable)**

- Understanding of the current and future role of GPs in the health care industry
- Understanding of the requirements for General Practice training, vocational registration, continuing medical education (CME) and quality assurance
- Understanding of General Practice Accreditation
- Understanding of the role of allied health practitioners and their relationship with General Practitioners
- Understanding of medico-legal issues
- Understanding of the roles of the AMA, RACGP, Medical Board and Health Services Complaints Commissioner with regard to patient complaints
- Demonstrated understanding of medical terminology
- Understanding of the limitations of the role of Practice Nurse

### **Physical Demands**

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and drive a vehicle in certain circumstances. The employee must occasionally lift and or move up to 15 kilograms. Specific vision abilities required by this job include near and distance vision.

**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.

Signed .....  
Date ...../...../.....

Practice Nurse Manager .....  
Date ...../...../.....

This position is to be reviewed in three months – Date .....