



Practice Nurse

Bacchus Marsh Medical Centre

Job Description – Practice Nurse

Employee:

Job title: Practice Nurse

Reports to: Practice Manager

Purpose of position

To ensure smooth and efficient functioning of the treatment room and provide an exceptional standard of care to our patients.

Date: Wednesday 8th September 2021.

Responsibilities

Clinical

- 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 injections; wound management, chronic disease management, ECG's and collection of pathology samples.
- Assist doctors with clinical procedures.
- Maintain clinical documentation.
- Accreditation processes

Patient Services

- Assist with triage, data management, diagnostic services, networking with other providers, planning & management of patient care and patient advocacy.
- Therapeutic care and treatment
- Diagnostic services
- Maintain patient wait times

Improvement of Patient Health Outcomes

- Conduct preventative/screening procedures; assist with patient education and community health promotion activities.
- Assessment (including 4yr Old Health Checks, 45-49yr Old Health Assessments and Over 70yr Old Health Assessment)
- Co-ordinate management plans and team care arrangements.

Equipment and Supplies

- Ensure sterilisation and 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- Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal of out-of-date stock and ordering supplies.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.

Compliance

- Maintain awareness of current and new legislation to ensure business is complying with all statutory and regulatory obligations including infection control, sterilisation, hazardous materials & safe handling/disposal of medical waste, records management, OHS, and accreditation.
- Ensure relevant personnel are kept informed and changes are made to systems and procedures as required.



Professional

- Act within the practice and nursing code of ethics & appropriate level of clinical competence at all times.
- Maintain awareness of current evidence and research on clinical practices and inform/educate other practice staff.
- Change systems and procedures to ensure compliance with best available evidence as applicable.

OHS

- Consistently be aware of OHS requirements and comply with them.

Nursing Codes Of Conduct

The Code of Professional Conduct for Nurses requires each nurse to:

- Provide safe and competent nursing care
- Uphold the agreed standards of the profession
- Conduct personal behaviours in a way that does not discredit the reputation of the nursing profession or have therapeutic repercussions
- Practice in accordance with laws relevant to the nurse's area of practice
- Respect the dignity, culture, values and beliefs of individuals and significant others in the provision of nursing
- Promote and preserve the trust that is inherent in the privileged relationship between nurses and individuals with respect to both their person and their property
- Treat as confidential personal information obtained in a professional capacity

General

Delegation of tasks to other medical and non medical staff.
Assist with other practice duties as required.

Expected behaviours and personal attributes

- Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations affecting nursing.
- Discharge of duty of care in the course of practice including meeting practice standards, and accountability for nursing actions.
- Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
- Practice only within the limits of their educational preparation and competence.
- Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
- Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
- Excellent interpersonal and communication skills across all ages and social groups.
- Be always well-presented, friendly, courteous and obliging. Represent the practice in a confident and positive manner at all times.
- Undertake all duties in a diligent manner, with honesty and integrity,
- Maintain absolute confidentiality regarding patient and practice information.
- Have a vigilant attitude to accuracy, being prepared to double check as necessary.



- Ability to work cooperatively and independently. & ability to prioritise and organise, with attention to detail.
- Demonstrated commitment to ongoing professional development
- This position requires physical ability to occasionally lift and/or move patients.

Education, Qualifications and Experience

Essential:

- Appropriate tertiary qualification & registration certificate.
- Demonstrated understanding of the needs of general practice and interest in community-based nursing including patient education and health promotion.
- Knowledge of current immunisation schedules, Diabetes management, asthma management, enhanced primary care items, infection control, CPR and emergency resuscitation techniques, equipment & drugs.

Desirable:

- Competence in the use of relevant equipment & software
- Experience in similar role as practice nurse or community-based nursing.
- Experience with specific social groups serviced by practice, such as adolescents, aged care, migrant or refuge groups, aboriginals & Torres Straight islanders, etc.
- Additional qualifications such as Accredited Women's Health Certificate, Diabetes Education Certificate, Asthma/Spirometry qualification/education.
- Training or experience in Medicare item numbers & health funds
- Member of APNA.

Hours Of Work

As per rostered times

Monday to Friday 8:30am – 5pm or 9am – 5:30pm

Saturday 9am – 12pm

However, it is expected that our staff will work extra time on occasions if this is required to deliver essential patient care.

Overtime, except in an emergency situation, will have to be pre-approved

Breaks: 30 minutes for lunch and 10 minutes each for morning and afternoon tea to be taken in shifts with other staff to ensure continuity of care.

Other features:

Professional development provided or expected.

Potential for contact with hazardous material such as blood & body fluids.

May be required to have some immunisations.

Additional Responsibilities

- TBC