

Employee Position Description

Position Details		
Position Title: Practice Nurse	Department: Medical Services	Agreement: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Reports To: Practice Manager Medical	Location: AccessHC Medical Sites	
Direct Reports: NIL	Employment Status: Max Term Full time	Classification: RN Grade 2 (Year Depending on Experience)
Position Primary Purpose		
<p>Provide quality nursing services to clients and provide support to AccessHC GPs at our Medical sites. Provide care coordination to other health services as required for clients.</p> <p>The incumbent will ensure that the assigned duties and daily nursing operations are carried out promptly and thoroughly following best practice. The incumbent will be expected to provide a wide range of nursing and administrative support services across various sites including the need to fill in or cover leave.</p>		
Decision Making Authority	Key Relationships	
Decisions made independent of Manager <ul style="list-style-type: none"> • Respond to all contacts into the service 	Internal <ul style="list-style-type: none"> • Immediate Nursing team, Customer Service, General Practitioners, Allied Health, Mental Health & AOD Team, Intake, Dental Team, Team Leaders, Managers, Senior Managers, Senior Staff Members, Volunteers and all in-kind service providers External <ul style="list-style-type: none"> • Families, Carers, Clinics, Community Agencies, GP's, Home Visiting Services, Hospitals, Local Council, My Aged Care, NDIS, Nurse Practitioners, Specialists, Other Health Care Providers, Schools/Universities, Child Protection, Child First, Family First, Hospitals, Emergency & Legal Services 	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
General Nursing	<ul style="list-style-type: none"> • Provide clients with information about the service and activities offered at various sites • Maintain the Treatment Rooms to ensure they are kept clean and tidy • Prepare Treatment Rooms for the preceding day including stocking medical supplies • Arrange and monitor compliance of vaccine fridge(s) audit rosters • Knowledge of Medicare Benefits Schedule (MBS) • Ensure medical equipment is maintained and functioning correctly • Any change in processes and procedures as instructed by the Practice Manager Medical and Medical Director • Observe strict confidentiality in accordance with the policies and procedures of the organisation • ECG, spirometry, ear syringing • Ordering of stock
Client Service	<ul style="list-style-type: none"> • Triage, assessment and emergency care • Administer immunisations / injections • Medication administration • Wound care • Assisting GPs with medical / minor surgical procedures • Collection of pathology specimens • Using Cubico reports proactively check with GP and prepare chronic condition management plans/reviews, health assessments etc. for eligible clients. With GP consent place these clients on a recall list for continuity of care • Answer all nurse directed telephone enquiries in a professional and timely manner, forward, redirect calls and/or take messages as required • Provide a courteous, friendly and efficient nursing service to all clients • Referrals to internal/external organisations i.e. My Aged Care
Administration	<ul style="list-style-type: none"> • Scheduling and documentation of routine maintenance or repair of medical equipment • If required photocopying, emailing, faxing of medical records/patient results to external organisations • Create and manage recalls and reminders for client follow up • Assist with administration of GPMP and TCA appointments/paperwork including checking eligibility • Accept delivery and sign for Treatment Room deliveries
Other Duties	<ul style="list-style-type: none"> • Maintain a harmonious and courteous attitude towards all clients, staff across all AccessHC sites and external organisations • Undertake additional tasks as required by organizational change and/or growth i.e. PHN Tenders/Pilot Programs and Client Clinics/Workshops e.g. Iron Infusions • Troubleshoot equipment malfunction in the nurse's clinics • Report any telephone or other service difficulties to the Facilities Coordinator • Undertaking additional duties as negotiated with General Practitioners, Managers, Health Services, CEO or Executive

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> Participate in the various accreditation systems quality assurance/improvement processes and the development of procedures, which enhance quality outcomes Scheduling and documentation of routine maintenance or repair of medical equipment Ensure Doctors Bag is fully stocked and locked away at all times and that the contents are in date Ensure medication samples and stock are within the use by date Ensure doctor's rooms are neat and tidy and stock replenished
Training / Meetings	<ul style="list-style-type: none"> Participate in team/staff meetings and contribute feedback to proposed policies and quality of service delivered in a respectful and professional manner Work with the Practice Manager Medical and Medical Director to maximise efficient communication and the development of appropriate procedures Identify individual learning needs and actively participate in educational activities/training to further workforce skill sets and knowledge Undertake additional training as required by organizational change and/or growth
Service Delivery	<ul style="list-style-type: none"> Ensure efficient, effective, consumer centric service is provided to the community including linkages to the Intake team to ensure consistent client services Develop and maintain strong relationships with AccessHC General/Dental Practitioners Ensure reporting requirements are met for the program Ensure compliance with policies, procedures and standards Have in-depth knowledge of the funding streams and regulations and legislation applicable in a medical setting
Record Keeping	<ul style="list-style-type: none"> Maintain appropriate files, records and statistics to facilitate good clinical management and accountability Assist and organise the culling and archiving of files as necessary All case notes to be documented within 1 business days of contact (phone, fax, email, in person)
AccessHC Values	<ul style="list-style-type: none"> Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.
Governance and Compliance	<ul style="list-style-type: none"> Act in accordance with AccessHC's policies, procedures and code of conduct. Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. Participate in mandatory training requirements to support the delivery of a safe and effective service Infection control / sterilization Cold chain management / Rotation of stock/medications Participate in accreditation systems, quality assurance projects and development of and implementation of procedures to enhance quality outcomes Completion of routine clinic audits Follow and promote safe work practices, procedures and instructions Wear and maintain the AccessHC uniform (including name badge and lanyard) as set out in the Staff Uniform Policy

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> • Participate in professional supervision as appropriate • Ability to make a contribution towards effective risk management
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct • Participate in Fire and Emergency evacuation procedures as required by AccessHC • Ensure a safe and clean work environment according to infection control and best practice standards • Participate in Health and Safety training as required • Record feedback and (<i>potential</i>) hazards/situations into VHIMS • Treat others with respect and always behave professionally and in accordance with the AccessHC Code of Conduct

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Selection Criteria	
<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check (if lived/worked overseas in the past 10 years) • Working With Children Check • Annual Professional Registration • Driver's Licence Preferred • Evidence of Immunisation required for health care workers <p>Key selection criteria items</p> <ul style="list-style-type: none"> • Bachelor of Nursing • Current registration with AHPRA as a Registered Nurse RN2 • Minimum of 3 years' experience in a nursing role • Accredited Nurse immunisation certificate • Proficiency in Microsoft Office, Best Practice or Medical Director Clinical and Pracsoft, Cubico, Polar, PEN CAT and relevant software applications 	<p>Attributes we value</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds • Commitment to continuous quality improvement and health promotion principles • A willingness to learn new skills • Effective time management and prioritisation skills • Well-developed presentation and report writing skills • High level of accuracy and attention to detail • High level of cultural sensitivity and awareness • Strong analytical and problem-solving skills • Demonstrated ability to work independently and in a multidisciplinary team environment • Demonstrated behaviours consistent with AccessHC values
<p><i>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices. Access is required to undertake compliance checks; however, a record of criminal history does not preclude applicants from applying for suitable positions. All applications will be assessed on a case-by case basis and managed in a confidential and practical manner.</i></p>	
Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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