

POSITION DESCRIPTION

Position Title	General Practice Nurse
Directorate	Operations
Department	Clinical Operations
Unit	General Practices
Reports To	Manager Clinical Operations Practice Manager
Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024

Position Objective

- Support safe and effective clinical practice within the general practice setting.
- Provide specialist nursing care to clients presenting with comprehensive care needs.
- Practice evidence based nursing care in general practice.
- Identify complex care requirements for general practice clients.

Key Responsibilities

- Provide safe, effective evidence based nursing care to achieve positive health outcomes.
- Initiate and conduct health maintenance in partnership with individuals and families.
- Provide timely and accurate information and education to individuals and families to promote health.
- Conduct diagnostic and health screening activities in consultation with the GP.
- Provide supervision and mentoring to nursing students.
- Practice within a professional and ethical nursing framework.
- Advocate for patients to enable access to appropriate services.
- Maintain current knowledge of all care plan and health assessment guidelines as well as immunisation guidelines, criteria and requirements to ensure legal and ethical compliance.
- Completion of care plans and health assessments incorporating risk management, lifestyle factors and health promotion for all eligible patients.
- Maintain up to date, accurate data base of care plans and health assessments and immunisations including review and reminder systems.
- Ensure appropriate item number billing relating to care plans and Health Assessments.
- Act as a resource person to others in relation to care plans and health assessments.
- Conduct comprehensive, holistic wellness and illness assessments using established evidence based techniques, tools and methods.
- Maintain and continuously improve systems to ensure appropriate patient management and follow up.
- Ensure responsibility for cold chain management occurrences.
- Proactively ensure that infection prevention and infection control measures are in place, not

limited to but including; hand hygiene; correct processing and sterilisation of re-usable instruments; ensuring safe storage and rotation of sterile products; environmental cleaning; spills management; appropriate use of PPE; safe handling of sharps; appropriate disposal of clinical, general and related waste.

- Maintenance of the practice environment.
- Participate in Quality service improvements and internal audit compliance as directed.
- Any other duties commensurate with qualification, skills and abilities as deemed reasonable and appropriate to the role as occasionally directed.

Key Selection Criteria

- APHRA qualified Registered Nurse, Division 1
- Minimum 5 years post graduate clinical nurse experience
- Advanced skills in clinical assessment, planning and implementation of wound care, immunisation, triage and health monitoring.
- Must be a Qualified Nurse immuniser or working towards
- Knowledge of Infection Control standards, National immunisation guidelines, RACGP standards, Drugs and Poisons legislation.
- Excellent time management skills and ability to work well under pressure
- Ability to work independently and within a team environment
- High level of communication and interpersonal skills with demonstrated ability to problem solve and make decisions
- Evidence of utilisation of appropriate health care resources to promote optimal patient outcomes including liaison with GPs to collaborate and follow up issues on behalf of patients.
- Experience in venepuncture
- Experience in completing health assessments incorporating Risk management, lifestyle factors and health promotion for all eligible patients.
- Ability to liaise with clients from a diverse range of backgrounds.
- Experience in adolescent health (desirable)
- Current and valid Victorian Working with Children's Check and drivers licence.

Other Information

- This role is subject to a satisfactory National Police History check.

Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are

continually observed and complied with.

- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

Organisational Values

IPC Health is committed to an organisational philosophy where respect, responsiveness, fairness, creativity, quality and connectedness are core values.

IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.

Physical Inherent Requirements

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| Office Duties: | <ul style="list-style-type: none">• Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.• General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries. |
| Driving: | <ul style="list-style-type: none">• Required to drive private or IPC Health owned vehicles. |
| Work Environment: | <ul style="list-style-type: none">• May be required to work from different sites, including home visiting and offsite facilities.• Exposure to varied weather conditions. |
| Carrying and Lifting: | <ul style="list-style-type: none">• Infrequent lifting and carrying of items up to 5kgs. |
| Standing and Walking: | <ul style="list-style-type: none">• Standing and walking for periods up to an hour at a time with breaks. |
| Bending and Reaching: | <ul style="list-style-type: none">• Required to occasionally bend and reach. |

Human Resources Use Only

Position Number(s) 10424, 10206, 10075

Last Reviewed 31 May 2024