**POSITION DESCRIPTION**

**Practice and Community Nurse**

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| **Reports to:** | Clinic Coordinator |
| **Direct Reports:** | NIL |
| **Award:** | Nurses Award 2020 |
| **Salary:** | TBA |

**POSITION PURPOSE**

The purpose of the Practice and Community Nurse is to provide clinical care and comprehensive Primary Health Care, and provision of quality and culturally appropriate nursing services to the community.

*To summarize, it is not the intent of this position description to limit the scope or responsibilities of the role but to highlight the most important aspects.*

**RESPONSIBILITIES**

***Clinical***

* Provide appropriate registered nurse level care to clients attending Mamu Health Service Limited clinics. These may include but are not limited to:
  + Triage, Telephone, Front Desk, Treatment room
  + Identify and assess and manage the urgent need of clients, including emergency treatment.
  + Therapeutic care and treatment
  + Wound management and dressings.
  + Venepuncture’s
  + Diagnostic services
  + Clinical data management
  + Home visiting support
  + Client advocacy
  + Client recall
  + Chronic disease management
  + Immunization
  + Excisions
* Perform nursing and clinical procedures competently, in accordance with qualifications
* Mentor ATSI Health Workers, Health Practitioners and Trainees and provided day to day support of their clinical activities when required
* Assist with the implementation of strategies aimed at increasing the uptake of Medicare Enhanced Primary Care (EPC) Items
* Ensuring correct processes are followed when reviewing and modifying policies and procedures.
* Ensuring the timely dissemination of information concerning changes to infection control procedures or information about national and local infection control outbreaks
* “Cold Chain” maintenance of vaccines and vaccination policies
* Ensure maintenance of safe effective medical stock control systems, including the storage and supply of pharmaceuticals in accordance with Accreditation standards and internal and external protocols
* Participate in specific child and maternal initiatives, including the uptake of child health checks
* Participate in and support the delivery of child health screening and immunisation services

Work within a multidisciplinary team to support the provision of safe, effective health counselling and primary health care to women, men and their families

*Health Promotions and Community Engagement*

* Support the planning, implementation and evaluation of group activities
* Promote the Service locally through community engagement activities and promotional activities
* Provide and support health promotion programs through local networks
* Comply with legislation, policies, procedures and protocols to achieve and maintain evidence based and effective practice in primary health care with a focus on promotion, prevention and early identification

*Administration*

* Assist in maintaining the Patient Information Records (Communicare) in accordance with the organisational requirements and client records
* Ensure all primary health care services maximise Medicare billings to meet financial targets
* Prepare written monthly reports as required
* Maintain and provide relevant information and data for the development of submissions to governments for the development of programs
* Ensure the accurate collecting and recording of patient biographic
* Maintain accurate recording of client records and case notes
* Provide information and culturally appropriate resources to stakeholders
* Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities

**GENERAL DUTIES**

* Maintain a friendly and approachable attitude towards clients and staff
* Develop and maintain effective relationships with other Aboriginal medical services in the region, key external stakeholders and service providers
* Attend meetings, internal and external training to further develop and maintain skills, as required
* Develop and maintain good working relationships with colleagues and clients to achieve a strong team philosophy within the organisation
* Work collaboratively to exceed client expectations
* Maintain infection control standards
* Participate in community events (weekends and after hours) when required
* Support health promotion programs and the planning, implementation and evaluation of group activities
* Contribute as required to maintenance of AGPAL and ISO:9001 accreditation status and reaccreditation process, where required
* Other ad hoc duties, as required
* Undertake the responsibilities of the position adhering:
* **Equal opportunity and anti-discrimination legislation and requirements**
* **Workplace Health and Safety (WHS) legislation and requirements**
* **Legal requirements**
* **Confidentiality agreement and client confidentiality**
* **Code of conduct**
* **Scope of practice**

**CONDITIONS OF EMPLOYMENT**

Employment is conditional upon the following:

* Vaccination or confirmed non-susceptibility to Vaccine Preventable Diseases (VPDs) during employment, including measles, mumps, Rubella (MMR), Varicella (chicken pox), Hepatitis A, Hepatitis B, Pertussis (whooping cough) and strongly recommended to be vaccinated against Covid-19.
* Current Qld drivers licence or the ability to obtain it from another state
* Proof of qualifications and current registration (where appropriate) claimed in a job application must be provided prior to commencement of employment.
* A Criminal History Check (AFP) will be conducted upon commencement of employment
* Ability and willingness to travel to, and work at all Mamu Health Service Limited’s work location and service area when required.

**Mandatory Qualifications & Experience**

* Bachelor of Nursing (The Registered Nurse must have current registration with the Australian Health Practitioners Regulation Agency and continual maintenance of such registration
* Immunisation Endorsement, or prepared to obtain an immunisation endorsement
* Minimum of 12 months post-graduation experience within a hospital or a primary health care setting.

**SELECTION CRITERIA**

*Qualifications and experience*

* Demonstrated understanding and commitment to the principles of Aboriginal Community Controlled Health Service and the concept of Comprehensive Primary Health Care
* Knowledge, understanding and sensitivity towards the social, economic and cultural factors affecting Aboriginal and Torres Strait Islander people’s health
* Experience working within a cross-cultural environment
* Well-developed interpersonal skills with the ability to communicate effectively with people, particularly with Aboriginal and Torres Strait Islander peoples
* Good working knowledge of Microsoft office
* High level skills in managing time, setting priorities, planning and organising own work to achieve specific tasks and set objectives efficiently and effectively within set timeframe
* Displays high standard of customer service
* Ability to work in any location within Mamu Health Service’s service area when required
* Exceptional teamwork skills and ability to work with minimal/no supervision
* Ability to mentor and support ATSI Health Workers & Trainees
* Understanding of Medicare and Australian government health legislation and policy
* Demonstrated ability to establish and maintain collaborative working relationships with external peers and stakeholders from various backgrounds and levels
* Sound theoretical knowledge, practice skills and ethical behaviour
* Ability to maintain confidentiality and exercise tact when dealing with sensitive issues

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| **Approved by:** |  | **Date:** |  |
| I have read the above Position Description and understand and accept the role requirements for the position of Practice and Community Nurse | | | |
| **Incumbent Signature:** |  | **Date:** |  |
| Note: The information contained on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. | | | |

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