

ST AGNES SURGERY

Position Description - General Practice Nurse

Job Title:- Registered Nurse
Enrolled Nurse

Reports to:- Nurse Manager/Nurse Co-Ordinator/ Practice Manager/ Practice Partners

Purpose of position:-

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

Responsibilities

Clinical

- Perform clinical duties within your scope of Practice
- Provide patients with support and information
- Assist in the running of regular patient clinics
- Assist Doctors with clinical procedures
- Maintain accurate clinical documentation
- Check pathology results liaising with Doctors in relation to abnormal results
- Triage patients face to face or via telephone
- In conjunction with the Nurse Co-Ordinator identify gaps in general practice nurse skills and undertake external training where necessary

Patient Services

- Effective and collaborative communication with Practice Team
- Maintain dignity, respect and cultural awareness
- Networking with other providers
- Planning and management of patient care
- Advocate on behalf of the patient and their families/ carers
- Awareness of community resources or networks and how to access them
- Ensure patient's own medication is registered, stored, administered and dispensed correctly in accordance to Practice Procedure and state laws
- Demonstrated patient-focused approach in service provision with empathy and interest in patient needs
- Monitor and observe patients in treatment rooms and nurses waiting area reporting any concerns to treating Doctor

Improvement of Patient Health Outcomes

- Conduct preventative and screening procedures within patient clinics
- Assist with patient education
- Co-ordinate GP management plans, team care arrangements and Nursing Home Reviews
- Prevention programs such as CVC, Closing the Gap and Senior Health Assessments

Equipment and Supplies

- Ensure sterilisation of clinical equipment in accordance with the Infection Control Policy and Procedures
- Ensure cleaning and maintenance of clinical equipment in accordance with the Infection Control Policy and Procedures

- Maintain and manage stock of clinical supplies in accordance with Practice Policy and Procedures
- Knowledge of Cold Chain Management Policy and Procedure
- Liaise with Nursing Co-Ordinator for the purchase of new clinical equipment
- Performance of equipment audits in accordance with Practice Policy and Procedures
- Correct use of Surgery equipment and devices

Compliance

- Maintain awareness of current and new Legislation to ensure the Practice is complying with all Statutory and Regulatory obligations
- Demonstrate knowledge of policies and procedural guidelines and be aware of those that have legal implications

Professional

- Act within the Practice and Nursing Code of Ethics and appropriate level of clinical competence at all times
- Maintain Ahpra Registration under the current guidelines
- Enrolled nurses to be supervised either directly or indirectly by Registered Nurses
- Enrolled nurses to seek advice from supervising Registered Nurse when dealing with unfamiliar situations outside of their scope of Practice
- Each nurse remains accountable for their own Practice
- Maintain awareness of current evidence and research on clinical practices and inform/educate other Practice staff
- Liaise with Nursing Co-Ordinator and Practice Manager on any systems or procedures that require change to ensure compliance with best practice
- Attend team meetings and educational sessions as relevant
- Accomplish professional career goals
- Identify professional development needs of the individual and team
- Delegation of tasks to other medical and non-medical staff. Assist with other Practice duties as required

OHS

- Be aware of OHS requirements and compliance
- Maintain clean and tidy physical work environment with accordance to the Infection Prevention and Control Policy and Procedures
- Duty Nurse is responsible for managing spills that occur during normal opening hours
- Safe handling and disposal of hazardous materials and medical waste
- Be aware of the Practice Policy and Procedures
- Report all incidents, clinical risks and or near misses as per Practice Policy and Procedures
- Annual completion of immunisation status form

Expected Professional Conduct and Attributes

- Duty of Care in the course of practice including meeting Practice Standards, accountability for nursing actions
- Excellent interpersonal and communication skills across all ages and social groups
- Well presented, in practice uniform, 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 autonomously and co-operatively with the ability to priorities and organise with attention to detail
- Awareness of social media and privacy policies and procedures
- Demonstrate commitment to ongoing professional development
- Work as an effective team member
- Be an active team member during accreditation process

Education, Qualifications and Experience

Essential:

- Appropriate Tertiary Qualifications and current Registration Certificate (Ahpra)
- Current Working with Children Clearance
- Current Police Clearance Aged Care Clearance (as required)
- Current driver's licence
- Demonstrated understanding of general practice and be aware community-based nursing including patient education and health promotion
- Knowledge of current Immunisation Schedules, Chronic Disease and acute care Management, Infection Control and Wound Care
- Enrolled Nurses are to have Medication Endorsement Accreditation
- Report to Nursing Co-ordinator (Clinical and Administration)
- Report to Clinical Practice Partner (Clinical)
- Report to Practice Manager (Administration & OHS)
- Annual CPR update