

POSITION DESCRIPTION

Practice Nurse – Registered Nurse (Div 1)

Standish Street Surgery

Position Objectives:

The Practice Nurse will undertake the duties to support the operations of the Practice to maximise health outcomes for patients, to work within their scope of practice and to work collaboratively within a Team. The Div 1 will have the responsibility to oversee the Supervision of Div 2 Nursing Staff.

Organisational Relationship:

Reports To: Practice Manager

Internal Liaisons: Staff and Doctors

External Liaisons: Emergency Services
Medical Representatives
Community Health Centres
Hospitals

Accountability and extent of Authority:

This position reports to the Practice Manager and the employee is restricted to perform the duties as outlined in this Position Description.

Performance Reviews:

The Practice Manager will conduct appraisals on an annual basis

Privacy and Confidentiality:

The employee is required to meet strict privacy and confidentiality standards as outlined in their Deed of Agreement and will sign an **Employee Confidentiality Statement**

Scope and Elements of Duties:

1. General

- Undertake work efficiently in accordance with Policies and Procedures of Standish Street Surgery
- Ensure the security of assets
- Liaise with Practice Manager to improve efficiencies
- Participate in performance appraisals and program reviews
- Assist with reporting requirements

2. Research

- Collect Data for Clinical Trials, Audits etc

3. Occupational Health and Safety

- Manage Infection Control
- Undertake Sterilisation
- Maintain clean nursing environment
- Identify and modify risks to patients, staff and others
- Manage fridge temperatures and out of temperature activities

4. Monitoring Duties

- Monitor and manage immunisation supplies
- Monitor, record and order medical stock and supply needs
- Monitor waste disposal and infectious waste process
- Monitor and remove out of date drugs and other stock

5. Health Promotion and Education

- Undertake Health Assessments
- Undertake Care Plans and Chronic Disease Management
- Inform regarding Medications, Contraception, Diet, Lifestyle – (where suitably qualified)
- Ongoing Training as required
- Manage Patient Recall Systems
- Manage Patient Education – leaflets, video's, posters
- Act as patient advocate

6. Practice Management Support

- Support Accreditation processes
- Ordering of stock
- Manage samples and supplies
- ACIR notifications

7. Clinical

- Triage and First Aid assistance with emergency procedures
- Acute assessment of sick patients
- ECG
- Suture removal
- Assistance with minor procedures
- Wound Management
- Ear Syringing (with appropriate training)
- Spirometry (with appropriate training)
- BSL
- Urinalysis
- Immunisation
- Home Visits

8. Quality Assurance

- Undertake all duties in a safe manner.
- Ensure that the services offered meet the relevant standards

9. Other Duties

The employee may be required to perform any other duties within their capabilities and scope of practice in addition to those outlined above should the need arise.