



Albury Wodonga Aboriginal Health Service Ltd

POSITION DESCRIPTION

Position Title :	Practice Nurse
Reports To:	Clinic Manager
Employment:	As per employment contract
Award :	Nurses Award
Salary:	As per employment contract

Position Approval

Updated: 15/01/2021

Last updated: 7/04/2015

Approved: David Noonan

Date: 15/01/2021

ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

VISION STATEMENT

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.

POSITION PURPOSE

The role provides supportive clinical care within primary healthcare & as part of a larger multi-disciplinary team whose focus is on improving health outcomes for the local Aboriginal community & others who use the service.

The Practice Nurse co-ordinates, monitors and provides primary health care services and support services to AWAHS general practitioners

RELATIONSHIPS

Supervision

The position reports directly to the Clinic Manager.

Internal

The nurse will work proactively within the clinic team and collaboratively with all other team members of AWAHS.

External

The practice nurse will engage with other health service providers and suppliers, Aboriginal organisations, government bodies and key stakeholders

DUTIES OF THE POSITION

Clinic Duties

- Triage/acute presentation support/general health screening and assessment.
- First aid assistance with emergency procedures

- Working closely with the clinic doctors/nurses around the assessment, preparation of management plans and health checks, involvement in disease specific clinics, referrals to allied health services, referrals to health programs, & regular review of recall register.
- Coordination of clients within the multi-disciplinary team, including allied health services & external service providers.
- Provision of information and feedback between the services, patients and GP
- Work with the AWHS ITC program and Outreach workers to ensure case management of complex clients, crisis support, & advocacy.
- Organising & referring clients for home medication reviews & supporting clients who attend the clinic for medication management.
- Involvement in health promotion activities designed to promote client, staff & community wellbeing through health information, promotional brochures, community development & self-care initiatives.
- Preventative health activities including health assessments, immunisations, & opportunistic health education.
- Pathology collection & diagnostic procedures (e.g. ECG).
- Assisting with minor procedures & wound care.
- Infection control management and implementation.
- Case conferences & care planning.
- Home support & assessment as required.
- Provide education, training & support for Aboriginal Health Worker & Medical Students working within the clinic where requested.
- Assist with the orientation of new clinical staff.
- Patient advocacy
- Additional duties as directed by the clinic manager.

Professional development

- Maintain ongoing education, training & nursing competencies & attends conferences & seminars related to relevant areas of clinical practice & that address specific Aboriginal Health Needs.
- Maintain skill in CPR & Emergencies on an annual basis.

Compliance

- Maintains compliance with all statutory & regulatory obligations, including Nursing Registration, working within Practice Nurses scope of practice, infection control & sterilisation requirements, hazardous materials & safe handling/disposal of medical waste, records management, and WHS & Accreditation requirements.
- Coordination of the maintenance of cold chain systems & other medicine storage systems as required by the regulatory bodies.
- Maintain and provide records & clinical statistics in preparation for the lodgement of the Annual Service Activity Report & other data collection requirements.
- Networking with other services to improve health care delivery both internally and externally.
- Planning and management of care in conjunction with the outreach nurse and support worker

Administrative

- Maintain accurate client and program records, and statistics as required.
- Submission of reports and documents within required timeframes or as requested.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Participate in the ongoing development and implementation of policies as required.

Professional

- Maintain confidentiality.
- Accept personal responsibility and be accountable for professional practice.
- Participate in performance appraisal and supervision processes.
- Maintain professional skills and knowledge via appropriate staff development activities.

- Demonstrate excellent communication skills in recording and reporting information to the multidisciplinary team.
- Actively uphold the AWAHS philosophy, policies and procedures.
- Contribute to the development and maintenance of a supportive environment within the team.
- Participate in the evaluation of the program's services and group activities.
- Work in accordance with the EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.

ORGANISATION CHART

Refer to the Organisational Chart on the AWAHS website.

SELECTION CRITERIA

- Current registration as a Registered Nurse (Division 1)
- Nursing experience within primary health care.
- Understanding of current health issues relevant to Aboriginal & Torres Strait Islander communities, particularly with chronic disease.
- Ability to communicate effectively with the local Aboriginal community in a non-discriminative and professional manner
- Demonstrated high level of written, verbal and interpersonal communication skills;
- Computer literacy
- Current drivers licence

EMPLOYMENT PREREQUISITES

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Complete and appropriate for role Health Declaration Form
- Current registration with the Australian Health Practitioners Regulation Agency

DECLARATION

I acknowledge that I have read the Position Description understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation's policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Ltd.

Name

Signature Date