


## Practice Nurse

Broadwater Surgery • Labrador QLD 4215

 *Not provided*

 Work type  
Full Time

 Contract type  
Permanent

### Licenses & certifications

CPR

### Perks

TRAINING

### Skills

INFECTION CONTROL

MEDICARE

PATIENT CARE

PATIENT EDUCATION

PRIMARY CARE

STERILITY

WOUND MANAGEMENT

### Full job description

Position title: Practice Nurse Reports to: Practice Manager

Purpose of position: To ensure a smooth and efficiently functioning practice, in addition to providing an exceptional standard of care to our patients.

Responsibilities

Clinical

- Perform clinical duties within required level of clinical competency, according to best available evidence. Duties include: triage, immunisations and other injections, wound management, chronic disease management, ECGs, and collection of pathology samples.
- Assist doctors with clinical procedures and maintain clinical documentation.
- Explain procedures to patients, providing them with support and reassurance.
- Cold Chain Management


### Job details

 Date posted  
**11 Jun 2021**

 Expired On  
**11 Jul 2021**

 Category  
**Healthcare & Medical**

 Occupation  
**Nurse**

 Base pay  
**Not provided**

 Contract type  
**Permanent**

 Work type  
**Full Time**

 Job mode  
**Standard/Business hours**

Career level  
 **JUNIOR (SOME EXPERIENCE)**

Industry  
 **HEALTH CARE PROVIDERS & SERVICES**

Sector  
 **PRIVATE BUSINESS**

Work Authorisation  
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

 Company size  
**11 to 50**

#### Patient Services

- Assist with triage, data management, diagnostic services, networking with other providers, planning and management of patient care and patient advocacy.
- Telephoning patients with test results as directed by medical staff.

#### Improvement of Patient Health Outcomes

- Conduct preventative/screening procedures.
- Assist with patient education and community health promotion activities.
- Coordinate patient recall and outreach programs, GP management plans, and team care arrangements.

#### Patient Visits

- Provide home/hospital visits as required for monitoring support, including antenatal and post-natal care and health assessments.

#### Equipment and Supplies

- Ensure sterilisation and maintenance of clinical equipment.
- Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal and disposal of out-of-date stock and ordering supplies.
- Provide input in purchasing relevant clinical equipment and supplies.

#### Compliance

- Maintain awareness of current and new legislation to ensure the business is complying with all statutory and regulatory obligations including infection control, sterilisation, hazardous materials and safe handling/disposal of medical waste, records management, WHS, and accreditation. Ensure relevant personnel are kept informed and changes are made to systems and procedures as required.
- Cold Chain Policy and Procedures DESIGNATED OFFICE

#### Infection Prevention and Control Coordination

- Maintain the practice's systems and processes for hand hygiene, environmental cleaning, spills management, and practice team immunisations in accordance with practice policy and procedure.
- Educate all members of the practice team on an annual basis regarding their responsibilities in infection prevention and control, or whenever changes in legislation, or practice procedures occurs.
- Manage the practice's sterilisation process, ensuring sterility and integrity in the process.
- Ensure the practice's waste management complies with local, state and federal regulations.

#### Professional

- Act within the practice and nursing codes of ethics and at an appropriate level of clinical competence at all times.
- Maintain awareness of current evidence and research on clinical practices and inform/educate other practice staff.
- Change systems and procedures to ensure compliance with best available evidence as applicable.

#### Workplace Health and Safety

- Consistently be aware of, and comply with, workplace health and safety requirements.

## General

- Delegation of tasks to other medical and non-medical staff. Provide direct and indirect supervision to other nurse(s). Assist with other practice duties as required.

## Expected Behaviours and Personal Attributes

- Demonstrate a knowledge of, and compliance with, all relevant legislation and common law obligations affecting nursing.
- Discharge of duty of care in the course of practice including meeting practice standards, and accountability for nursing actions.
- Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
- Practice only within the limits of your educational preparation and competence.
- Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
- Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
- Excellent interpersonal and communication skills across all ages and social groups.
- Always be well-presented, friendly, 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 cooperatively and independently and the ability to prioritise and organise.
- Demonstrated commitment to ongoing professional development.

## Education, Qualifications and Experience

- Appropriate tertiary qualification and registration certificate
- Current professional indemnity insurance.
- Current driver's licence.
- Demonstrated understanding of the needs of general practice and interest in community-based nursing including patient education and health promotion
- Knowledge of current immunisation schedules, Diabetes management, asthma management, enhanced primary care items, infection control, CPR and emergency resuscitation techniques, equipment & drugs.

## Desirable:

- Competence in the use of relevant equipment & software – experience in similar role as practice nurse or community-based nursing.
- Experience with specific social groups serviced by practice, such as adolescents, aged care, migrant or refugee groups, aboriginals & Torres Straight Islanders, etc.
- Additional qualifications such as Accredited Women's Health Certificate, Diabetes, Education Certificate, Asthma/Spirometry qualification/education.
- Training or experience in Medicare item numbers & health funds
- Member of APNA

#### Hours Of Work

Monday to Friday hours as rostered

Weekend work if required

However, it is expected that our staff work extra time on occasions if this is required to deliver essential patient care

Breaks: 30 minutes for lunch and 10 minutes each for morning and afternoon tea to be taken in shifts with other staff to ensure continuity of care. (if applicable)

Other features;

Permanent position within a qualifying period of 3 or 6 months

Professional development provided or expected

Requirement for use of own vehicle, if essential to the position.

Potential for contact with hazardous material such as blood & body fluids.

May be required to have some immunisations.