

Position Title:	Practice Nurse
Award:	Contract
Salary:	RN1 year 3 – 9 or EN(Diploma) yr 3-7 aligned to the Public Sector (EB 2004)
Status of Employment:	X.X FTE (X.X hours per day) for XX weeks. Contract until 30 th June 200X in the first instance. Thereafter subject to funding and performance review.
Program:	GP Plus Practice Nurse Program

POSITION DESCRIPTION

Key Selection Criteria - Essential

- † Current Registration as a Registered Nurse or Enrolled Nurse with the Nurses Board of South Australia
- † Minimum two years experience as a Registered or Enrolled Nurse
- † Demonstrated patient-focused approach in service provision
- † Excellent interpersonal and communication skills
- † Ability to work in a team as well as independently without direct supervision
- † Ability to prioritise and organise
- † Demonstrated commitment to ongoing professional development
- † An understanding of community nursing practice and allied health teams
- † Willingness to learn on the job
- † Computer literacy
- † Possession of current drivers licence

Desirable knowledge & skills

These skills and knowledge are desirable and if not held are areas that the General Practice or Division may encourage and support future professional development.

- † Pathology collection
- † Current wound care knowledge
- † Immunisation
- † Elderly health assessments
- † Previous experience in community or district nursing
- † Knowledge of sterilisation, immunisation and accreditation requirements for a medical practice
- † Knowledge of local Allied Health and Community Services
- † Previous experience or an expressed interest in patient education (for example in diabetes, asthma, and wound management).
- † Knowledge of the Enhanced Primary Care items

Duties and Responsibilities may include:

Ensure standards and legislative requirements are met and maintained whilst managing the clinical environment and performing duties within the areas of:

- † Infection control - maintenance of procedures for disposal of contaminated waste and sharps disposal

- † Accreditation
- † Records management/data entry
- † Occupational health and safety - identification of risks to patients, staff and others
- † Sterilisation - maintenance of sterilisation procedures including documentation appropriate for medico-legal purposes, cleaning, dispatching of non sterile stock to CSSD, and storage
- † Maintenance of procedures for cold chain monitoring and vaccine storage and usage

Provide support to practice management in the following areas:

- † Computer skills - appointments/recalls/data entry
- † Accreditation
- † Stock control of medical supplies, drugs, oxygen and liquid nitrogen
- † Scheduling and documentation of routine maintenance or repair of treatment room equipment
- † Maintenance of local and notification of ACIR vaccine register
- † Knowledge of Enhanced Primary Care (EPC) and Practice Incentive Programs (PIP)

Assist the general practice to improve the health outcomes of its practice population by implementing, developing and providing clinical support in the following key areas:

- † Identification of key practice patient populations (eg people with diabetes, asthma, the elderly)
- † Implementing health assessments, assisting with GP Management Plans (GPMPs) and Team Care Arrangements (TCAs)
- † Identifying patients due/overdue for immunisation
- † Dissemination of patient education resources
- † Health promotion and advice (eg contraception, diet, lifestyle, smoking cessation)
- † Management of chronic illnesses including diabetes and asthma, through clinical care, education and encouragement of patients to self manage
- † Patient advocacy
- † Planning, managing and delivering patient care

Clinical role for the Practice Nurse:

- † Triage/First aid assistance with emergency procedures
- † Collection of pathology specimens/ECGs
- † Injections and medication administration
- † Suture removal
- † Assistance with minor procedures
- † Wound care
- † Removal of plaster casts
- † Spirometry/audiometry
- † Urinalysis
- † Child and adult vaccinations
- † Perform pre-medical measurements eg height, weight, visual acuity
- † Maintain a safe orderly clinic environment
- † Maintenance supplies and drugs for doctors bag monthly or as requested