

**Position Description: Practice Nurse**

Position reports to the practice manager with an indirect reporting line to the Practice Principal for medical matters

**Essential Criteria for the role:**

- Current registration with the Nurses and Midwifery Board of Australia as a registered nurse
- Appropriate credentialing and competence suitable for this position
- An understanding and commitment to working within the scope of the practice
- Evidence of CPD
- Strength in building stakeholder and customer relationships
- Experience Pracsoft or MD3 or other like medical software Also HotDoc
- An understanding of the medicare benefits schedule
- An understanding of the current RACGP standards for General Practitioners

**Key Responsibilities Clinical:**

- Perform ECGs; Spirometry
- Undertake ear syringing
- PAP tests
- Engage in Health Promotion activities
- Monitoring of Schedule 8 drugs
- Wound Management and dressing
- Assistance with minor surgery as required by GPs
- Triaging of patients
- Administer child hood immunisations as directed by GPs
- Administer adult immunisations as directed by GPs (including Covid Vaccinations)
- INR testing
- Sterilisation of instruments in practice autoclave
- Manage cold chain procedures
- Provide GPs assistance with Health Assessments and Chronic Disease management activities as directed by GPs
- Manage Covid Vaccination clinics

**Operational:**

- Work with the Practice Manager and Practice Principal to develop a suite of practice policies procedures
- Manage the nursing relationship between the practice and the SNHN
- Ensure consumables, equipment and medications are kept stocked and maintained to the manufacturers standards
- Maintain the cleanliness of the clinical rooms to a high standard in accordance with National standards
- Maintain the practice recalls and reminder system
- Excellent communication and documentation

**Skills:**

- Able to work and contribute to the team at the AFMP

**Safety and Quality:**

- Participate in the practice risk management and quality improvement processes
- Record incidents and near misses in line with practice policy
- Practice duty of care including meeting practice standards and accountability
- Maintain practice and patient confidentiality
- Ensure clinical governance processes are in place

**Other requirements:**

- Training in CPR undertaken within the last 3 years or as required by the Nursing and Midwifery Board of Australia

- A current criminal record screening
- A current working with children check
- Working rights in Australia

**Professional Standards:**

The Practice Nurse will operate within all professional standards applicable to the role. Including the Nursing and Midwifery Board of Australia

- Registration Standards
- Professional code of conduct
- Guidelines
- Scope of practice

**Hours of work:**

- The hours of work of the practice nurse will be 35 hours a week spread across 4 days (Monday to Thursday) 8.45am to 5.30pm, including a 30 minute paid lunch break each day worked.
- The Practice Nurse may be required to work reasonable additional hours from time to time, to fulfil the requirements of the role or as requested by the Practice Manager or Practice Principal.

**Daily Duties:**

- Check PAP smears and send out result to Pts and put recall into MD
- Check Fridges HI and LO's AM and PM record on sheets AM and PM
- Check sterilising every morning lunch and before you leave and makes sure done and put away; Check in the PM and make sure no dirty instruments are left in surgeries and are at least scrubbed ready to sterilise the next day if no time to put them on before you leave
- IN Google go to ACU temp, then more and expand print out once a week.
- Check Surgeries for supplies as often as possible and at least at lunch times. Replenish as needed
- Hot Doc recalls – Post weekly and manage others that go out by SMS
- Order Team medical Supplies
- Vaccine ordering as needed