

Highlands General Practice

Enrolled Endorsed Nurse (EEN) Position Description

Job Title

Enrolled Nurse

Reports to:

Clinical: Nurse Co-ordinator and Directors

Administrative: Nurse Co-coordinator and Practice Manager

Role:

To provide high quality nursing and support services to the patients, doctors and staff at Highlands General Practice. These services are to be delivered in a confidential, caring and supportive manner.

Essential Criteria:

- Current AHPRA registration
- Demonstrated ability to work effectively in a busy team environment and manage competing priorities
- Demonstrated ability to prioritise and organise effective workflow
- Demonstrated high level customer service skills
- Excellent written and verbal communication skills
- Intermediate computer literacy

Desirable Criteria:

- Previous general practice experience an advantage

Position Responsibilities and Duties:

General

- Understands the vision of Highlands General Practice.
- Performs work in accordance with Highlands General Practice policies and procedures.
- Maintains confidentiality of information as per confidentiality agreement.
- Ensures a safe working environment at all times.
- Maintains competency standards in accordance with your nursing registration.

Technical

Demonstrates comprehensive and accurate knowledge and skills in providing episodic and ongoing care that is responsive to individual and group circumstances and environments.

- Provides clinical care to individuals as agreed with the general practitioners and the supervising registered nurse;
- Gathers relevant information from individuals and groups presenting without appointment and communicates this information appropriately to improve outcomes and minimise adverse events;
- Recognises when a more detailed assessment of individuals and groups is required and seeks registered nurse or general practitioner assistance;
- Follows protocols when conducting health assessments and reviews.

Collects and reports information about the health and functional status of individuals and groups.

- Demonstrates technical proficiency in measuring and documenting vital signs and test results such as blood glucose readings, urinalysis, INR's, wound management;
- Demonstrates accurate use of spirometry, electrocardiographs and other health care technologies;

Provides care for individuals and groups in consultation with the registered and/or general practitioner.

- Assists in chronic care assessments, formulating care plans, and follows protocols or treatment regimes;
- Assists the registered nurse in conducting nurse led clinics;
- Assists with minor procedures;
- Assists with women's health, infections, wound care and chronic disease management.

Liases with the registered nurse and general practitioner in providing evidence based health promotion and illness management information to individuals, groups and their families.

- Uses resources available within the practice to meet the needs of individuals and groups;
- Provides information and resources according to the needs of individuals and groups;
- Contributes to the review and update of information resources for individuals and groups.

Recognises the responsibility and implications of enrolled nurse practice in general practice including professional supervisory requirements.

- Accesses registered nurses for professional supervision;
- Involved in ongoing professional development.
- Maintains cold chain management and ensures the safe storage, rotation and disposal of vaccines.
- Maintains for infection control measures in the practice.

Recognises the need for ongoing education and training to maintain competence for nursing practice.

- Seeks out education and training opportunities when required to undertake new responsibilities;
- Maintains skills in cardiopulmonary resuscitation and other basic first aid.

Uses relevant guidelines, protocols and systems as evidence for practice.

- Collaborates with registered nurses and general practitioners in development and review of guidelines and protocols.

Maintains programs, registers and systems to ensure appropriate clinical care provision;

- Contributes to the funding, billing and business systems in general practice;
- Assists with maintaining the recall registers, pathology systems and documentation systems to assist in the care of individuals and groups;
- Uses guidelines, protocols or templates developed by the general practice team;
- Participates in quality improvement and general practice accreditation processes.

Manages resources to promote optimal care for individuals and groups.

- Manages stocks and stores used in the general practice;
- Monitors and follows protocols for cold chain systems;
- Manages sterilisation procedures and maintains standards;
- Documents to comply with standards such as those required for cold chain and sterilisation systems.

Demonstrates proficiency in the use of information management technology and systems to inform clinical care.

- Effectively uses administrative systems designed to assist with the care of individuals and groups;
- Maintains clinical data systems including entry and retrieval processes.

Recognises when to seek advice from the registered nurse and general practitioner about the care of individuals and groups.

- Seeks advice when the needs of individuals and groups are beyond own abilities, scope of practice and education;

- Understands the roles of community agencies and service providers.

Performs administrative related to nursing activities including:

- Communicating with the wider practice on relevant matters
- Liaise with the Reception Coordinator or delegate to accommodate appointment requests for pre-placement medical assessments (PMMAs)
- Following up ordering of supplies as required
- Assisting with arranging cover for staff when sick
- Assisting with rescheduling of appointments when required
- Other duties as required

I have read and understand the requirements as stated in the position description:

Incumbent's Name: _____

Signature: _____

Date: _____