

# Highlands General Practice Nurse Practitioner

## Job Title

Nurse Practitioner

## Reports to:

Clinical: Nurse Co-ordinator and Directors  
Administrative: Nurse Co-ordinator and Practice Manager

## Role:

To oversee high quality practice nursing and support services to the patients, doctors and staff at Highlands General Practice that is evidence based, focussing on chronic care and preventative health.

- Lead and motivate nursing staff to ensure the delivery of quality care and clinical excellence.
- Ensure all work carried out at Highlands General Practice complies with the current RACGP Standards.

## 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

- Understand the vision Highlands General Practice
- Perform work in accordance with Highlands General Practice policies and procedures.
- Perform additional tasks as directed by supervisors.
- Maintain confidentiality of all information.
- Ensure a safe working environment at all times.
- Maintain competency standards in accordance with your nursing registration.
- Primary responsibility for cold chain management and infection control
- Reports to the Nurse Coordinator
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## Technical

Refer to the registered nurse technical competencies as listed in the Registered Nurse Job Description with the following additions:

- 1 Demonstrates proficiency in the use of information management technology and systems to inform clinical care management.**
  - Uses technology as an aid to management in planning, implementation and monitoring, presenting and communicating information;
  - Manages database searches from practice software;
  - Updates practice and clinical policies and procedures.
  
- 2 Participates in shared decision making about care delivery with individuals, groups and members of the Highlands General Practice team.**
  - Attends and contributes to practice meetings, management meetings and Coffee and Cases sessions
  
- 3 Recognises the need for ongoing education and training to maintain competence for nursing practice.**
  - Provide educational leadership to patients, carers, families and colleagues in an environment that facilitates learning;
  - Supervises both enrolled and registered nurses, and students of general practice health care;
  - Disseminates learning and information gained to other team members in order to share good practice and inform others about current and future developments;
  - Act as mentor to students, assessing competence against set standards as requested;
  - Active development and participation in research projects;

## Specific to you

- 4 Provide clinical leadership to the nursing team at Highlands General Practice**
  - Act as a clinical leader in the delivery of GPN services to patients, ensuring the needs of the patient are the priority;
  - Participate in planning and implementing changes within the area of care;
  - Work with practice management to ensure sufficient staff of appropriate ability, quality and skill mix, are available to meet current and future service delivery;
  - Delegate clearly and appropriately, adopting the principles of safe practice and assessing competence;
  - Actively promote the workplace as a learning environment;
  - Regularly meet with practice teams to discuss and facilitate effective change;
  - Collaborate with clinical staff to develop guidelines and protocols;
  - Ensure clinical decisions are communicated effectively to doctors and the nursing team;
  - Assess the impact of policy implementation on care delivery;
  - Participate in the management and review of patient complaints, and identify learning from clinical incidents and near miss events using a structured framework
  - Primary responsibility for cold chain management and ensure safe storage, rotation and disposal of vaccines and drugs;
  - Primary responsibility for the monitoring, stock control and documentation of controlled drug usage according to legal requirements;
  - Primary responsibility for infection control measures within the practice according to legal and national guidelines.

**5 Provide administrative leadership of the nursing team at Highlands General Practice**

- Participate in the performance monitoring review (formal and informal) of the nursing team, providing feedback as appropriate;
- Encourage nurses in team to make realistic self assessment of their application of knowledge and skills, challenging any complacency;
- Demonstrate highly effective communication with individuals and groups (administration, medical and nursing);
- Act as liaison point between nursing team and the reception team;
- Participate in clinical supervision and act as a positive role model;
- Prioritise own workload and ensure effective time management strategies are embedded within the culture of the team;
- Manage and assess risk within the area of responsibility, ensuring adequate measures are in place to protect staff and patients;
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines;

Incumbent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_