

# Highlands General Practice Registered Nurse

## Job Title

Registered Nurse

## Reports to:

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

- 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
- To provide nursing and support services to patients and doctors including both pre booked appointments, walk ins and additional services requested by doctors
- 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

- 1. Demonstrates comprehensive and accurate knowledge and skills in providing episodic and ongoing care that is responsive to individual and group circumstances and environments.**
- Conducts accurate comprehensive assessment of individuals and groups presenting without appointments to improve outcomes and minimise adverse events
  - Assesses and develops health care plans that direct health care interventions and activities by others
  - Provides care in the general practice environment as well as in homes and other community settings.
  - Identifies and provides comprehensive physical, psychosocial and emotional care for individuals and groups
  - Where applicable, conducts health care clinics

- Provides health care services in accordance with Medicare Benefits Schedule conditions
  - Assists with minor procedures undertaken by the general practitioner
2. **Initiates and conducts comprehensive health maintenance and health promotion in partnership with individuals, groups and the Highlands General Practice team.**
    - Undertakes health screening and health monitoring activities such as cardiac assessment including (but not limited to): electrocardiographs, INR's, spirometry and audiometry
    - Involved in chronic disease management activities such as preparing a management plan, coordinating care, appropriate referral and providing education about self-help strategies
    - Provides timely and accurate information and education
    - Undertakes care planning and reviews
    - Within appropriate scope of management, conducts women's health, immunisation, wound care and chronic disease management clinics.
  3. **Conducts diagnostic activities in collaboration with the general practice team.**
    - Demonstrates proficiency in health assessment skills
    - Checks diagnostic results against client symptoms and previous results.
  4. **Provides evidence based information, resources and education to assist individuals, groups and families to make health care decisions.**
    - Ensures that all information about women's health, chronic disease management, immunisation and wound care is accurate according to reliable sources
    - Considers the ongoing implications of the health of individuals and groups beyond the immediate episode of care
    - Regularly reviews and updates individuals and group information and resources.
  5. **Uses best available research to inform clinical care management**
    - Collaborates with PHN (or equivalent), general practice and health product provider representatives to access current information
    - Initiates changes to practice guidelines and protocols based on evaluation of research outcomes and evidence
    - Participates in research taking place in the general practice setting.
  6. **Coordinates and reviews programs, registers and systems to facilitate quality individual and group health care outcomes.**
    - Ensures that recall registers, pathology systems and individual and group documentation systems are continuously reviewed to achieve optimal outcomes
    - Collaborates with individuals, groups, general practitioners, other general practice staff and health care providers in the development and review of guidelines, protocols or templates
    - Responsible for infection control processes in the general practice including compliance with sterilisation guidelines
    - Responsible for cold chain systems and other medicine storage systems
    - Participates in practice accreditation processes.
  7. **Demonstrates proficiency in the use of information management technology and systems to inform clinical care management.**
    - Understands the funding, billing and business systems used in the general practice
    - Participates in practice accreditation processes
    - Updates practice and clinical policies and procedures.
  8. **Ensures clinical nursing decisions are communicated to the Highlands General Practice team.**

- Appropriately refers clients to general practitioners
- Collaborates with general practitioners to develop guidelines and protocols
- Is actively involved in community meetings, case conferences and care planning.
- Responsible for cold chain management and ensures the safe storage, rotation and disposal of vaccines and drugs.
- Responsible for infection control measures within the practice.

**9. 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
- Addresses safety and quality issues for individuals, groups, and others working in the general practice.

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

- Uses self assessment and peer review to regularly assess own competence for practice within the agreed scope of practice
- Identifies the need for updated knowledge base for practice
- Supervises both enrolled and other registered nurses, and students of general practice health care
- Educates nurses and students of general practice health care
- Maintains skills in cardiopulmonary resuscitation and other first aid required in the setting.

**11. 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: \_\_\_\_\_