



Position Description

Primary Care Registered Nurse – DIV 1

Our Organisation

Springs Medical is a privately owned organisation governed by a board of GP Associate Directors and operating from sites in Daylesford, Kyneton and Trentham.

We employ and subcontract over seventy personnel on a day to day basis across GPs and GP registrars, primary care nurses, medical specialists, medical students, allied health professionals and administrative staff. We deliver over 75,000 occasions of patient care per year.

Our Vision

To achieve the optimum health of our community.

Our Mission

To improve the health of the rural communities of Daylesford, Hepburn Springs, Kyneton, Trentham, and surrounding districts through comprehensive and sustainable primary health care by:

- Leading, engaging and collaborating with our community;
- Providing timely access to primary health care services including general medical practice, acute care and after hours services;
- Having a systematic approach to health promotion, disease prevention and chronic disease management;
- Providing a multidisciplinary team approach; and
- Embracing education for the current and future needs of our communities.

Our Values

Reflect our purpose in delivering excellence in primary health care services and our commitment in meeting the complex health needs of our rural communities now and into the future including:

- Patient focused care: demonstrated excellence in patient care with a focus on accessible, adaptable and flexible service delivery;
- Privacy, integrity, honesty and respect: supporting and maintaining the highest level of confidentiality, fairness and equity, respect for diversity and honesty at all times;
- Community engagement: consult regularly with the community and recognise community needs;
- Sustainability: be a leading example in environmental responsibility and accountability by setting achievable and measurable goals;
- Accountability: defining and accepting responsibility and delivering on our commitments through fostering good governance, avoiding conflicts of interest and being effective and efficient in our organisational operations



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1. Your Team

The Springs Medical primary care nurse team comprises 17 primary care nurses. Across the team, primary care nurses provide specialised skills and experience in triage, immunisation, GP led procedures, diabetes education, wellness (chronic disease) management, SIS program, smoking cessation, aged care, travel medicine, breast care, and cervical screening.

The *Clinical Acute Care Nursing Team* incorporates care undertaken in triage, procedure and second procedure areas. This care typically includes: triage, immunisation, support for allergy testing, GP led procedures, travel medicine, breast care, and cervical screening.

The *Clinical Wellness Team* incorporates care undertaken in wellness clinics. This care typically includes: diabetes education, wellness (chronic disease) management, health checks, SIS program, smoking cessation and aged care. The Clinical Wellness team comprises 4-5 wellness nurse champions. Primary care wellness nurse champions lead wellness health clinics and health checks and provide support and mentoring for Clinical Acute Care Nursing Team members to conduct wellness checks where required.

The aims of the team include:

- Delivery of quality evidence based primary care nursing and patient services
- Supporting delivery of accessible timely integrated allied health services that are innovative and support the best patient outcomes
- Supporting new initiatives in wellness (chronic disease management) and health promotion and acute care services that are considered best practice in primary care health service delivery
- Supporting and promoting development of a patient centred customer service approach to primary care nurse services
- Operating within and promoting Springs Medical policy, procedures and relevant guidelines.

2. Your Role

This position will support all areas of primary care nursing rotating across triage, procedures as well as wellness clinics and health checks. The role will provide nursing that provides supportive clinical care within the context of a primary health care setting and as part of a larger multi-disciplinary team whose focus is on improving health outcomes for the local community. Participation in the rostered Saturday morning shifts working with the on-call doctor at the Daylesford and or Kyneton clinic will be required including to backing up the nurse led clinics from time to time.

In addition the role will assist in the provision, monitoring and review of care to patients to ensure quality standards are achieved and maintained and all care is delivered to a level that exceeds standards.

3. Your responsibilities

3.1 Competency and Scope of Practice

- Managing clients that have been identified as having a chronic disease, including working closely with the General Practitioners around the preparation of management plans, referrals to allied health services, referrals to health programs (e.g. Smoking Cessation, Well Women's Clinic, Mental Health Nurse), & regular review of re-call registers.



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- Coordination of clients with the multi-disciplinary team, including Allied Health services, SIS Program & external service providers.
- Organising & referring clients for Home Medicine Reviews & supporting clients who attend the clinic for medication management.
- Leading health promotion activities designed to promote client, staff & community wellbeing through health information, promotional brochures, community development & self-care initiatives.
- Leads preventative health activities including health assessments, immunisation & opportunistic health education.
- Manages triage/ acute presentation support/ general health screening.
- Perform diagnostic procedures as directed by General Practitioners and Clinical team Leaders (e.g. ECG, spirometry and ABI).
- Assisting with minor procedures & wound care.
- Understand, comply with and adhere to infection control policy procedures and protocols
- Participate when required in case conferences. This will require liaising with internal and external stakeholders.
- Participate in home assessment and refer appropriately for support to local services as required.
- Provide supervision, education & support for Medical and Nursing Students working within the Clinic under the direction of the Clinical Team Leader.
- Improvement of patient health outcomes: Conduct preventative/screening procedures; assist with patient education and community health promotion activities. Demonstrated excellence in clinical care relevant to chronic diseases such as cardiac, respiratory or diabetes. Coordinate patient recall and outreach programs and GP management plans and team care arrangement with clients that have been identified as having a chronic disease, including working closely with the Clinic Doctors around the preparation of management plans, referrals to allied health services, referrals to health programs (e.g. Smoking Cessation, Diabetes Educator, SIS and LIFE program(s), & regular review of re-call registers.
- Enthusiastically promote and embrace innovations that seek to improve the services of SM.

3.2 Team Work, Standards of Conduct and Initiative

- Treat all Springs Medical colleagues, patients and visitors with respect and courtesy at all times. Work as an inclusive member of the reception and administration team including appropriate mentoring and guidance to junior members of staff. At all times, demonstrate a high level of team work, support, engagement and communication within the team. Show a capacity for initiative and working independently while taking direction for supervisors and managers when required.
- Maintain awareness and support equitable service delivery to diverse individuals and groups including cultural awareness.

3.3 Training

- Ensure participation in relevant training for supporting high quality nursing.

3.4 Other



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- Other duties as directed by the Clinical Team Leader, Clinical Wellness Coordinator, Clinical Acute Coordinator, or Director Clinical Systems from time to time.

4. Risk, Accreditation and Occupational Health and Safety

- 4.1 Comply with Springs Medical O&HS policies and procedures
- 4.2 Take reasonable care for the safety of your own health and safety and that of other people who may be affected by your conduct in the workplace
- 4.3 In conjunction with Springs Medical Management coordinate and implement best practice in OH&S policy and procedures
- 4.4 Together with Springs Medical Management lead and participate in meetings, training and other occupational health and safety activities
- 4.5 Contribute to the maintenance and implementation of standard and customised risk management and occupational health and safety policies and procedures
- 4.6 Together with Springs Medical Management, contribute to the development and maintenance of effective systems, policies and procedures to ensure SM maintains RACGP Accreditation

5. Key Selection Criteria/ qualifications, experience, knowledge and skills

Essential:

- 5.1 Relevant qualifications or equivalent training and experience in nursing
- 5.2 Demonstrated patient-focused approach in service provision with genuine empathy and interest in client/patient needs
- 5.3 Demonstrated exceptional interpersonal and communication skills
- 5.4 Undertake all duties in a diligent manner, with honesty and integrity
- 5.5 Maintain absolute confidentiality regarding patient and practice information
- 5.6 Demonstrate capacity to work cooperatively and independently in a team environment
- 5.7 Demonstrate ability to prioritise and organise, with attention to detail and vigilant attitude to accuracy
- 5.8 Demonstrate the SM values and represent the practice in a confident and positive manner at all times
- 5.9 Ability to demonstrate sufficient competency in use IT systems and relevant operating systems and desk top programs (medical data bases, Windows, MS Office, Outlook etc.)
- 5.10 Demonstrate commitment to ongoing professional development including maintaining qualification for CPR and basic first aid or ability to acquire same



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5.11 Training and/ or experience in coordinating of emergencies including basic infection control and safe handling & disposal of medical waste, handling complaints, coordination of Medicare and health fund payments.

Additional Key Selection Criteria Requirements:

5.12 Availability for weekend and evening work or training as required

5.13 Current Victorian Driver's Licence and access to a private vehicle (approved private vehicle use for SM business, may be reimbursed by SM at published ATO km rates)

5.14 Evidence of HLTAID003 (first aid & CPR)

5.15 Evidence of relevant insurance

5.16 Appointment and ongoing employment is subject to satisfactory police records check and unencumbered AHPRA registration.

Highly Desirable:

5.17 Familiarity with Medicare Benefit Schedule – especially in relation to Chronic Disease & Primary Care Nurse Item numbers

5.18 Experience with Team Care Arrangements & knowledge of local community resources.

5.19 Qualified Nurse Immuniser or working towards accreditation.

Declaration:

I, _____ acknowledge that I have read and understood the Primary Care Registered Nurse Position Description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements.

Employee | _____
Date

This Position Description is approved by

General Manager | _____
HR Director

Date