

Summary

Position Title	Primary Care Nurse Enrolled Nurse (Div 2) – Fixed Term or Casual
Employer	Springs Medical Pty Ltd
Classification	EN Level PP1 to 5 (Nurse Award 2010) level subject to skills and experience
Salary	An attractive salary above award will be negotiated subject to skills and experience depending on fixed term or casual role conditions
Incumbent	Vacant
Reporting to	Clinical Acute Care Coordinator (Lee-anne Potter)
Direct Reports	Not applicable
Employment status	Fixed Term (0.4 eft) for 12 months or casual commencing March 2019 dates to be negotiated. Flexible hours and days of work to be negotiated for suitable and experienced candidates
Location	Daylesford and Trentham Clinics as required

Our Organisation

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

We employ and sub contract over seventy personnel on a day to day basis across GPs and GP Registrars, primary care nurses, medical specialists, students, allied health professionals and administrative staff. We deliver over 50,000 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, 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;
- 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

1. Your Team

The Springs Medical primary care nurse team comprises 11 primary care nurses. Across the team, primary care nurses provide specialised skills and experience in diabetes education, chronic disease management, smoking cessation, aged care, travel medicine, breast care, and pap screening.

The aims of the team include:-

- Delivery of quality primary care nursing services
- Delivery of clinical services to drive innovative patient care
- Supporting new initiatives that are considered best practice in primary care health service delivery
- Supporting and promotes the strengthening 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

The role will provide a senior leadership focus on Chronic Disease Nursing that provide 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. This position will also support all areas of primary care nursing rotating across triage, procedures as well as chronic disease management. Participation in the rostered Saturday morning shifts working with the on call doctor especially at the Daylesford clinic may be required including to backing up the nurse led clinics from time to time. The role may require flexibility to expand chronic disease management focus to Trentham campus.

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. Key Responsibilities

- 3.1 Coordinates 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, LIFE program, Well Women's Clinic, Mental Health Nurse), & regular review of re-call registers.
- 3.2 Assists clients with the multi-disciplinary team, including Allied Health services, SIS Program & external service providers.
- 3.3 Assists in organising & referring clients for Home Medicine Reviews & supporting clients who attend the clinic for medication management.
- 3.4 Supports health promotion activities designed to promote client, staff & community wellbeing through health information, promotional brochures, community development & self-care initiatives.
- 3.5 Supports preventative health activities including health assessments, immunisation & opportunistic health education.
- 3.6 Undertakes Triage/ acute presentation support/ general health screening supported by protocols.
- 3.7 Perform diagnostic procedures as directed by General Practitioners and Clinical team Leaders (e.g. ECG, spirometry and ABI)
- 3.8 Assisting with minor procedures & wound care.
- 3.9 Understand, comply with and adhere to infection control policy procedures and protocols
- 3.10 Participate when required in case conferences. This will require liaising with internal and external stakeholders.
- 3.11 Participate in home assessment, and refer appropriately for support to local services as required.
- 3.12 Supports education for Medical and Nursing Students working within the Clinic under the direction of the Clinical Acute Care Coordinator or Clinical Team Leader.

- 3.13 **TEAM WORK AND STANDARDS OF CONDUCT:** treat all SM colleagues, patients and visitors with respect and courtesy at all times. Work as an inclusive member of the clinical team including appropriate mentoring and guidance, within scope of practice, especially for medical and nurse student placements at SM and GP Registrars. At all times, demonstrate a high level of team work, support, engagement and communication with the primary care nurse team.
- 3.14 **IMPROVEMENT OF PATIENT HEALTH OUTCOMES:** Support preventative/screening procedures; assist with patient education and community health promotion activities. Demonstrated commitment to excellence in clinical care relevant to chronic diseases such as cardiac, respiratory or diabetes. Co-ordinate 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 RNs and the Clinic Doctors around the preparation of management plans, referrals to allied health services, referrals to health programs (e.g. Smoking Cessation, LIFE program, & regular review of re-call registers.
- 3.15 Enthusiastically promote and embrace innovations that seek to improve the services of SM.

Other

Other duties as directed by the Clinical Team Leader(s) or Director Clinical Systems or Director Risk Management 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
- 4.7 In conjunction with Clinical Coordinators /Team Leaders maintain awareness of current and new Clinical legislation to ensure the Practice is compliant with all statutory and regulatory obligations. Ensure relevant personnel are kept informed and changes made to systems and procedures as required. Contribute to the conduct of program reviews in order to enable SM continuous quality improvements

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

Mandatory:

- 5.1 Endorsed qualifications/Division 2 and experience in the primary health care sector including knowledge of immunisation.
- 5.2 Proven ability to work as a highly effective member of a team including as part of a diverse group of allied and health care professionals and ability to provide support and nurturing to medical and nurse students and GP Registrars.
- 5.3 Willingness to support innovative practices.
- 5.4 Knowledge of the general practice environment and its relationship to the broader health sector and local community.
- 5.5 Experience and knowledge in general primary care nursing and the day-to-day operations or demonstrated capacity to acquire same.
- 5.6 Demonstrated patient – focused approach to service provision.
- 5.7 Sound interpersonal, communication and team work skills including written, verbal and negotiation skills.
- 5.8 Demonstrated ability to provide support and effective communication within the Practice, both internally and with external stakeholders.
- 5.9 A commitment to and experience in a continuing quality improvement approach to maintaining accreditation.
- 5.10 A commitment to ongoing professional development. It is a requirement to participate in relevant CPD activities pursuant with National Registration requirements including annual CPR.

Additional requirements:

- 5.11 Availability for weekend and evening work or training as required
- 5.12 Current Victorian Driver's License and access to a private vehicle
- 5.13 Appointment and ongoing employment is subject to satisfactory police records check

Highly desirable:

- 5.14 Familiarity with the Medicare Benefits Schedule – especially in relation to Chronic Disease & Primary Care Nurse item numbers.
- 5.15 Experience with Team Care Arrangements & knowledge of local community resources.
- 5.16 Training in asthma education & knowledge of spirometry

Declaration:

I, **XXXXX**, acknowledge that I have read and understood the Primary Care 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