

Summary

Position Title	SIS Nurse
Employer	Springs Medical Pty Ltd
Classification	EN Level PP5 (Nurse Award 2010)
Salary	Above award salary plus 9.5% superannuation
Incumbent	Vacant
Reporting to	Clinical Team Leader and SIS Program Co-ordinator
Direct Reports	Not applicable
Employment status	<p>2 year fixed term contract (0.3 FTE). Current shifts & hours are:</p> <ul style="list-style-type: none">• Tuesday 12:30 – 3:30pm• Wednesday 9:00am – 1:00pm• Thursday 12:30 – 3:30pm
Location	Daylesford and Trentham Clinics, SIS gyms/ community centres (Daylesford, Trentham, and Creswick), and other locations as required.

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

1. Your Team:

The SIS Wellness Nurse works in a multidisciplinary team comprising SIS program staff and SM management. The core SIS team consists of the SIS Program Co-ordinator and Exercise Physiologist, the SIS Program Administration officer and SIS Wellness nurse. The role will also work with allied health providers

including but not limited to physiotherapist, pharmacist, psychology and diabetes educator services internally and externally. The role also works closely with referring GPs and the reception /administration team. The SIS Wellness Nurse also liaises with external providers including community fitness venues and other relevant community service providers.

2. Your Role:

The SIS Wellness Nurse role is dedicated to working within the SIS team to deliver a successful wellness program. You will be required to attend group sessions and facilitate a safe environment for all participants to exercise in. This will include taking pre- and post-observation measurements, educate participants on healthy lifestyle modifications, and providing support to EP and participants.

You will also be confident in presenting education sessions in group settings.

The role will also work as a supportive member of the SIS Management Team, that supports and promotes a culture of team work and successful implementation of new initiatives and the delivery of exceptional standards of administrative and customer service, where privacy and confidentiality is maintained at all times.

You will be required to perform duties and deliver services at either the Daylesford and or Trentham locations of Springs Medical including occasional weekend or evening sessions, plus attend local gymnasium providers where SIS activities and group sessions are operating in Trentham, Daylesford and Creswick.

Put a "Spring in your Step" Program (SIS) Overview:

Springs Medical has been awarded funding from the Western Victorian Primary Health Network to support chronic care programs for patients in the Hepburn Shire.

Each SIS Wellness Program comprises 8 x weekly education sessions for eight weeks, 2 exercise/ physical activity sessions per week for 8 weeks, and an ongoing maintenance & support program

Each client will have their General Practice Management Plan reviewed.

Each client will be invited to contribute to My Health Record.

Each low-medium income client will pay a maximum of \$72 for the 8 week program (\$9 per week)*

Each high income client will pay a maximum of \$144 for the 8 week program (\$18 per week)*

Transport to and from home can be included in these fees

Partners/ carers are welcome to attend the education sessions at no cost

Evaluation, health assessments and reviews will be completed during each 8 week program.

3. Your responsibilities:

3.1 Gym Duties

- Take observational measurements of SIS participants pre and post exercise
- Ensure participants are exercising within appropriate limits (BGLs, BP, HR, O2)
- Maintain a safe and supportive environment for SIS participants to exercise in
- Keep attendance log of participants
- Enter any required information into Zedmed

- Provide first aid when required
- Educate participants on healthy lifestyle modifications, chronic conditions etc.

3.2 Education Sessions

- Presenting education sessions based on chronic conditions and lifestyle modifications; and advanced care planning
- Develop informative and appropriate presentations pertaining to these topics
- Be up to date and knowledgeable about these about these topics

3.3 Other Admin Tasks

- Contacting patients for bookings for initial assessments
- Keep track of participant sessions and book into review appointments
- Conduct Initial assessments and reviews for SIS participants if required

3.4 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
- Provide leave cover for the SIS admin officer when required

3.5 Training

- Ensure participation in relevant training for supporting high quality nursing support for the SIS Program

3.6 Other

- Other duties as directed by the Clinical Team Leader, SIS Program Coordinator, Clinical Wellness 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
- 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 will be reimbursed by SM at published ATO km rates)
- 5.14 Evidence of HLTAID003 (first aid & CPR)
- 5.15 Evidence of relevant insurance

