



## Position Description

Primary Care Nurse Registered Nurse updated 24.9.20

### Summary

<b>Position Title</b>	Primary Care Nurse
<b>Employer</b>	Springs Medical Pty Ltd
<b>Classification</b>	RN Level 3 pay point 2 (Nurse Award 2010) DIV 1
<b>Salary</b>	Above award rates as per Nurse Award 2010 9.5% employer superannuation
<b>Incumbent</b>	Vacant
<b>Reporting to</b>	Clinical Acute Care Coordinator / Clinical Wellness Coordinator
<b>Direct Reports</b>	Not applicable
<b>Employment status</b>	Ongoing Permanent Part-time DIV 1- 0.8 EFT
<b>Location</b>	Springs Medical Daylesford, Trentham and Kyneton branch locations as required

● 10 Hospital Street  
Daylesford 3460  
t: 03 5348 2227  
f: 03 5348 1447

● 22 Victoria Street  
Trentham 3458  
t: 03 5424 1602  
f: 03 5424 1851

● 89B Piper Street  
Kyneton 3444  
t: 03 5422 1298  
f: 03 5422 1307



## Position Description

Primary Care Nurse Registered Nurse updated 24.9.20

### Our Organisation

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

We employ and sub contract over seventy personnel on a day to day basis across GP's and GP Registrars, primary care nurses, medical specialists, 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, 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

- 10 Hospital Street  
Daylesford 3460  
t: 03 5348 2227  
f: 03 5348 1447
- 22 Victoria Street  
Trentham 3458  
t: 03 5424 1602  
f: 03 5424 1851
- 89B Piper Street  
Kyneton 3444  
t: 03 5422 1298  
f: 03 5422 1307



## Position Description

Primary Care Nurse Registered Nurse updated 24.9.20

The Springs Medical primary care nurse team comprises 16 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 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, procedure as and clinical wellness. Participation is required for the Saturday shifts.

## 3. Key Responsibilities

### Team Work & Collaboration

- 3.1 Treat all SM colleagues, patients and visitors with respect and courtesy at all times.
- 3.2 Work as an inclusive member of the clinical team including appropriate mentoring and guidance, within scope of practice, especially for medical and nursing 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.
- 3.3 Without exception, actively comply with the intent and spirit of the SM standards of conduct signed at the commencement of your employment

● 10 Hospital Street  
Daylesford 3460  
t: 03 5348 2227  
f: 03 5348 1447

● 22 Victoria Street  
Trentham 3458  
t: 03 5424 1602  
f: 03 5424 1851

● 89B Piper Street  
Kyneton 3444  
t: 03 5422 1298  
f: 03 5422 1307



## Position Description

Primary Care Nurse Registered Nurse updated 24.9.20

### Competency and Scope of Practice

- 3.4 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
- 3.5 Co-ordination of clients within the multi-disciplinary team, including Allied Health services, SIS Program & external service providers.
- 3.6 Organising & referring clients for Home Medicine Reviews & supporting clients who attend the clinic for medication management.
- 3.7 Committed to health promotion activities designed to promote client, staff & community wellbeing through health information, promotional brochures, community development & self-care initiatives.
- 3.8 Committed to preventative health activities including health assessments, immunisation & opportunistic health education.
- 3.9 Manages triage/ acute presentation support/ general health screening.
- 3.10 Perform diagnostic procedures as directed by General Practitioners and Clinical team Leaders (e.g. ECG, spirometry and ABI)
- 3.11 Assisting with minor procedures & wound care.
- 3.12 Understand, comply with and adhere to infection control policy procedures and protocols
- 3.13 Participate when required in case conferences. This will require liaising with internal and external stakeholders.
- 3.14 Participate in home assessment and refer appropriately for support to local services as required.
- 3.15 Provide supervision, education & support for Medical and Nursing Students working within the Clinic under the direction of the Clinical Team Leader.
- 3.16 Enthusiastically promote and embrace innovations that seek to improve the services of SM.

- 10 Hospital Street  
Daylesford 3460  
t: 03 5348 2227  
f: 03 5348 1447

- 22 Victoria Street  
Trentham 3458  
t: 03 5424 1602  
f: 03 5424 1851

- 89B Piper Street  
Kyneton 3444  
t: 03 5422 1298  
f: 03 5422 1307



## Position Description

Primary Care Nurse Registered Nurse updated 24.9.20

### Other

Other duties as directed by the Clinical Team Leader, Clinical Acute Care 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 Participate in meetings, training and other occupational health and safety activities
- 4.5 Together with Springs Medical Management, contribute to the development and maintenance of effective systems, policies and procedures to ensure SM maintains RACGP Accreditation
- 4.6 In conjunction with Clinical Team Leader and Coordinators 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

- 10 Hospital Street  
Daylesford 3460  
t: 03 5348 2227  
f: 03 5348 1447

- 22 Victoria Street  
Trentham 3458  
t: 03 5424 1602  
f: 03 5424 1851

- 89B Piper Street  
Kyneton 3444  
t: 03 5422 1298  
f: 03 5422 1307

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

#### Mandatory:

- 5.1 Tertiary qualifications/Division 1 qualifications and experience in the primary health care sector including current credentialing in nurse immunisation or working towards the same.
- 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 clinical support to medical and nursing students and GP Registrars.
- 5.3 Ability to lead innovative practices.
- 5.4 Sound knowledge of the general practice environment and its relationship to the broader health sector and local community.
- 5.5 Extensive 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 Outstanding interpersonal, communication and team work skills including written, verbal and negotiation skills.
- 5.8 A commitment to and experience in a continuing quality improvement approach to maintaining accreditation.
- 5.9 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:

- 5.10 Availability for weekend and evening work or training as required
- 5.11 Current Victorian Driver's License and access to a private vehicle
- 5.12 Appointment and ongoing employment is subject to satisfactory police records check
- 5.13 Knowledge of Spirometry, asthma
- 5.14 Understanding of the MBS and item numbers in relation to chronic disease

● 10 Hospital Street  
Daylesford 3460  
t: 03 5348 2227  
f: 03 5348 1447

● 22 Victoria Street  
Trentham 3458  
t: 03 5424 1602  
f: 03 5424 1851

● 89B Piper Street  
Kyneton 3444  
t: 03 5422 1298  
f: 03 5422 1307



## Position Description

Primary Care Nurse Registered Nurse updated 24.9.20

### Declaration:

I, \_\_\_\_\_, 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

● 10 Hospital Street  
Daylesford 3460  
t: 03 5348 2227  
f: 03 5348 1447

● 22 Victoria Street  
Trentham 3458  
t: 03 5424 1602  
f: 03 5424 1851

● 89B Piper Street  
Kyneton 3444  
t: 03 5422 1298  
f: 03 5422 1307