**Practice nurse – Job description**

**General Purpose of Position**

The primary purpose of the position is to enhance the quality and delivery of health care by providing nursing services in the context of General Practice.

**Qualifications, Education and/or Experience**

* Registered Nurse – who fulfils the ANCI National Competency Standards for Registered Nurses, with preferably 3 years post graduate experience
* Drivers License

**Desirable**

* NSW Immunisation Certificate
* Family Planning Association Certificate
* Use of email, word processing and data base applications
* Desire/passion to work in a mixed/varied environment
* Ability to work independently and within a team
* Excellent interpersonal skills
* Ability to communicate clearly and effectively

**Key Result Areas**

**Provide clinical nursing services in the General Practice context through:**

* Triage
* Assessment
* Therapeutic care
* Diagnostic management
* Clinical data management

**Co-ordinate patient services through:**

* Networking with other services
* Integrating service delivery
* Planning and management of care
* Providing information and feedback between the services, patients and GP
* Patient advocacy

**Manage the Clinical Environment by assisting the General Practice to meet relevant standards and legislative requirements in:**

* Infection control
* Cold chain monitoring
* Records management
* Occupational health and safety
* Accreditation processes

**Sustain General Practice by contributing to better management of human and material resources by:**

* Optimising the use of professional resources
* Building the practice base
* Building the practice capacity to adapt to change
* Maximising financial efficiency

**Improve Health outcomes by contributing to and Enhancing the Management and Prevention of ill health through:**

* Health screening
* Immunisation
* Recall
* Patient education
* Outreach services
* Systems management
* Acute and chronic disease management

**Duties:**

* ECG’s
* Wound management and removal of sutures
* Medicals - nursing component
* BSL's
* Set up for minor procedures and assist the doctor as required
* Vaccinations and keep records of cleaning, sterilising and maintenance of instruments
* Patient education including puffers, spacer, nebs
* Organise patient re-calls for Paps, Immunisation, Clinical significant results etc
* Re-stock consulting rooms and Procedure Room as required
* Check "Doctor's Bag" monthly for expired drugs & order as required
* Order sample drugs from reps (reception staff doing this at moment)
* Keep drug sample cupboard tidy and check expiration dates
* Order Medical and Surgical supplies monthly to be checked by Practice Manager before ordering.
* Order Liquid Nitrogen when required
* Order vaccines monthly or as required. Maintain refrigerator temperatures and record twice a day
* Order Oxygen as required
* Involved in triage and close observation of sick or distressed patients until seen by a doctor
* Maintenance of Medical Equipment and cleanliness of same.
* Health Assessments & GP Management Plans - attend to nursing component.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, stand, walk and drive a vehicle. The employee must occasionally lift and/or move up to 5 kilograms. Specific vision abilities required by this job include close vision, and distant vision.

The position requires the employee to be capable of sufficient mobility to enable regular attendance to meetings.

Reasonable accommodations may be made to enable participants with disabilities to perform the essential functions.