



cobdenhealth

Enriching & Empowering Quality of Life

Cobdenhealth is the registered business name of Cobden District Health Services Inc.

POSITION SPECIFICATION – Cobdenhealth Family Practice

POSITION TITLE	Practice Nurse – Cobdenhealth Family Practice
AWARD	Cobden District Health Services Inc., ANMF and HSU Enterprise Agreement 2017
CLASSIFICATION	C203
EMPLOYMENT TYPE	Part Time – hours/days as per individual contract of employment
RESPONSIBLE TO	Practice Manager
APPROVED BY	Executive Manager Corporate Services

VISION Enriching & Empowering Quality of Life

VALUES

Service We deliver caring, friendly, high quality, confidential and safe service to the community.

Honesty We are trustworthy and transparent and we value integrity and fairness.

Accountability We take responsibility for our actions. We value teamwork and affiliative leadership.

Respect Our kind of care is person-centred. We are inclusive, considerate and equitable to all who engage with our service.

Excellence We continually strive to provide high quality, reliable, consistent, and innovative services to our community, our clients, consumers and stakeholders

ORGANISATION AND ENVIRONMENT

Cobden District Health Services Inc., trading as Cobdenhealth is an all-inclusive health service providing quality care and well-being options for the local community and south west Victoria.

We provide exceptional care in our accredited 60 bed residential aged care facility and support people in their own homes by managing and delivering Level 1-4 Home Care Packages (HCP). Our diverse range of allied health, counselling, therapeutic, dental prosthetics and community services support people to achieve their health goals.

Cobdenhealth Family Practice is a business unit of Cobden District Health Services Inc. located in Victoria Street Cobden. Our highly skilled General Practitioners offer a diverse range of healthcare options to patients across all ages, providing a holistic approach to care. Services include, however are not limited to, general practice, health screening, skin checks, care plans, chronic and complex care and health promotion activities.

Cobdenhealth has a fully accredited Urgent Care Centre providing emergency stabilisation service 24 hours per day, 7 days a week.

Our Cobdenhealth Community Fitness Centre has a fully equipped gymnasium offering various subscription options, casual use and leader led classes with accredited trainers. The gym is open to the public 24 hours, 7 days a week.

Our Rodney Grove Community Aquatic Centre is a warm water pool open to the public for exercise, water therapy, learn to swim classes and general use.

The Men's Shed, based on-site, is a community based organisation providing a safe and friendly environment where men are able to work on meaningful projects.

Cobdenhealth is an Equal Opportunity Employer.

POSITION SUMMARY

Cobdenhealth Family Practice nursing team perform a key role within the team through clinical involvement. As a practice nurse, the position is responsible for the provision of nursing services consistent with the Scope of Practice and Standards as established by the ANMC National Competency Standards for Registered Nurses, to assist medical practitioners in providing health/medical services to clients of the practice.

This will include performing and documenting health assessments, observations, wound care, client education and counselling, medication administration, infection control maintenance and surveillance.

The position involves regular computer related duties, where those duties are an essential part of the function of the position.

POSITION OBJECTIVE

The Practice Nurse is a key role within the practice that provides a high standard of quality nursing care through efficient, effective, safe and timely services to our patients. They will exercise significant levels of initiative in the direct coordination and implementation of care whilst monitoring appropriate outcomes.

The Practice Nurse will demonstrate commitment to personal and professional development and ensure a high level of customer service is maintained. Clear, concise communication and excellent interpersonal relationships within and outside the practice is pivotal to this role.

All documentation and administration responsibilities will conform to legal and practice policy requirements. The practice nurse will demonstrate commitment to quality improvement, risk management and the accreditation process.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Practice Manager – Cobdenhealth Family Practice
Internal:	CEO; GP's; staff; contract staff; other discipline professionals
External:	Medical practitioners; emergency services; hospitals; patients; community members, relatives/advocates; community agencies; other health providers and external stakeholders

LIMITS OF AUTHORITY

- This position carries no authority to commit financial resources
- This position is expected to make decisions within the Practice Nurse Scope of Practice.

KEY ORGANISATIONAL ACCOUNTABILITIES

- Promote activities and programs in accordance with Cobdenhealth Mission and Vision.
- Model and promote Cobdenhealth Values in the workplace
- Adhere to Cobdenhealth's Code of Conduct, ensuring professional conduct is maintained at all times
- Ensure compliance with all mandatory training and e-learning requirements within designated timeframes
- Comply with all legislative requirements relevant to the position
- Undertake all mandatory training within specified timeframes and within scope of role
- Comply with policies, procedures, systems and processes of Cobdenhealth and other external stakeholders
- Intellectual Property is the sole property of Cobdenhealth unless authorised and confirmed in writing
- Undertake and promote safe work practices and procedures in accordance with Cobdenhealth Policy
- Ensure Equal Opportunity principles are followed
- Cobdenhealth is committed to the safety, wellbeing and care of our patients, aged residents and community.

CONFIDENTIALITY

- Ensure confidentiality is maintained at all times and encompasses staff, patients, volunteers and other stakeholders. This includes posts on social media. Any breach of confidentiality is a breach of your employment contract, and will lead to termination of employment

SOCIAL MEDIA

- All employees must ensure that personal social media accounts and/or personal statement(s) in any media forum do not reflect, discuss or represent Cobdenhealth, without prior approval.
- You must not engage in conduct on social media or any other forum that results in reputational damage to Cobdenhealth and/or its employees.

ORGANISATIONAL DEVELOPMENT

- Work collaboratively, maximising effective communication and promoting a positive Values driven culture.
- Support organisational change processes relating to the strategic objectives and priorities of the organisation.

KEY RESPONSIBILITIES and DUTIES

- Work collaboratively with the Practice Manager to provide quality nursing services to patients and the broader community in accordance with Cobdenhealth Policies and Procedures, ANMC Standards, ANMC Code of Ethics and Professional Conduct and common law affecting nursing practice
- **Patient Services**
 - Ensure patients are informed and understand the consent process prior to procedures
 - Ensure nursing practices reflect a culturally safe and inclusive environment for clients accessing services
 - Promote good interpersonal relationships, both inside and outside of the practice environment
 - Ensure patients' rights of human dignity, confidentiality and privacy are maintained
 - Manage emergency situations, injuries and incidents in consultation with health care professionals
- Provide advice and support regarding patient care issues, and determine and implement appropriate clinical interventions and management strategies within scope of the role
- Triage patients presenting for planned, unplanned or emergent care, including responding to phone calls regarding same
- Undertake patient observations and diagnostics including temperature, pulse, respiration, blood pressure, weight, height, oximetry, blood sugar and respirometry readings, urinalysis, electrocardiograms
- Collect pathology samples as directed (consistent with scope of practice e.g. blood tests, faecal samples, wound swabs)
- Complete patient Health Assessments
- Undertake client wound management as directed by the medical practitioners
- Provide client education and counselling within the accepted areas / scope of practice such as weight management, smoking, diabetes, asthma / COAD etc.,
- Assist the medical practitioners with procedures as required
- Responsibility for the ordering, receipt, storage and administration of medications within the practice
- In collaboration with the Practice Manager ensure that the ordering, receipt, storage and usage of medical / surgical consumables is sufficient to meet the operational requirements of the clinic and that they meet legislative requirements and practice standards
- In conjunction with nursing staff take responsibility the regular testing (at least weekly) and documentation of clinical practice emergency equipment such as suction, oxygen, resuscitation equipment and drugs
- In conjunction with nursing staff take responsibility for ensuring that the infection control standards are documented within the practice policies and procedures, educating all staff regarding the requirements and ensuring that the practice meets those standards as a minimum
- Demonstrate competence with professional standards including CPR, wound management and medication management.
- Assist with statistical data collection as directed
- Communicate professionally and succinctly with doctors and practice staff
- Liaise with external suppliers such as pathology, radiology, specialist and health service providers as required

- Ensure all areas clinical areas are appropriately prepared and maintained.
- Assist with and ensure appropriate security of the premises
- Other duties as directed.

PERFORMANCE INDICATORS

Quality Management

- Encourage and document Comments, Suggestions, Concerns and action for improvement implementation
- Conduct quality audits and surveys, as required by the Practice Manager
- Take an active involvement in the identification and implementation of continuous improvement initiatives
- Review and assess current methodologies, identifying and implementing strategies for Best Practice
- Monitor, document and evaluate agreed performance indicators to achieve optimal outcomes
- Share knowledge and skills gained with other staff, both formally and informally

Practice Management

- Adhere to all legislative requirements and clinic policies, ensuring effective and appropriate service provision
- Provide nursing and clinical support for the General Practitioners

Professional Development and Resource Management

- Participate in staff meetings, staff training, reviews, special projects as requested
- Attend and participate in education/staff development programs, courses, workshops lectures and webinars
- Maintain contemporary professional knowledge and skills in clinical competency
- Demonstrate competence in required skills such as emergency procedures, OH&S procedures and CPR.

Communication

- Ensure professional and articulate communication by:
 - Positive interaction with patients, staff, families and their representatives
 - Informing the Practice Manager of any relevant issues
 - Informing the Practice Manager of any incidents, including reportable incidents and assaults, within designated timeframes
- In the absence of the Practice Manager, the Practice Nurse is responsible for continuing service provision at the facility and responding to any emergencies that may arise

Information Management

- Maintain principles of confidentiality regardless of mode of communication - written, verbal or electronic, in accordance with statutory requirements and policies
- Provision of timely, relevant, accurate information in relation to administrative services and operational procedures to both staff and medical practitioners as required

Safe Practice and Environment

- Ensure compliance with policies and procedures, including occupational health and safety
- Assume responsibility for the safety of clients and staff in matters relating to OH&S and infection control by adhering to legislative requirements
- Reporting hazards and incidents occurring within the clinic and where required analysing and facilitating corrective or preventative action

QUALIFICATIONS and ATTRIBUTES

- Registered Nurse, Division 1 – with a current practising Certificate of registration with Australian Health Practitioner Regulation Agency - AHPRA
- Current Registration with Nursing and Midwifery Board of Australia
- Current Professional Indemnity Insurance
- Current Employee Working with Children Check
- Current National Police Certificate Check – working with vulnerable persons
- Member of relevant professional organisation (APNA)
- Minimum of 2 years post-registration nursing experience in a general practice setting
- Genuine interest and commitment to the holistic well-being of patients and the community, including an ability to empathise and understand their needs
- Willingness to provide flexibility for nursing roster needs, including backfill for periods of absence/leave
- Current Victorian Drivers Licence

KEY SELECTION CRITERIA

- High level clinical decision making skills
- Understanding of, and commitment to continuous quality improvement
- Excellent communication and interpersonal skills
- Demonstrated patient-focused approach to service provision
- Ability to prioritise and manage workloads according to patient needs
- Ability to work as a member of a multi-disciplinary team
- Ability to establish professional and ethical relationships with patients, families/representatives
- Demonstrated commitment to maintain confidentiality with an excellent knowledge of Privacy Principles
- Demonstrated ability to seek and effectively utilise new knowledge as it relates to nursing practices
- Demonstrated commitment to ongoing professional development
- Adaptability and commitment to change management
- Demonstrated IT skills: ability to effectively manage patient bookings, recalls, reminders and clinical records within practice software (Best Practice)
- A sound understanding of medical billing and clinical software systems; Medicare Benefits Schedule; enhanced primary care, immunisation and items relating to general practice
- Effective problem solving and negotiation skills to enable the resolution of difficult or complex issues
- Experience in all aspects of chronic disease management
- Current knowledge of immunisation schedules, diabetes management, asthma management, enhanced primary care items, infection control, CPR and emergency resuscitation techniques
- Demonstrated care plans and health assessment experience
- Demonstrated understanding of general practice with an interest in patient education and health promotion
- Triage and wound management
- Ability to clearly articulate and communicate results
- Experience and knowledge in all aspects of Accreditation, Quality Standards and Medical Ethics

PHYSICAL REQUIREMENTS

Due to the layout and nature of work employees will be required to undertake a diversity of tasks which may require various forms of mobility.

PERFORMANCE APPRAISAL

A performance appraisal shall be conducted with the Practice Manager annually

AMENDMENTS

Cobdenhealth reserves the right to amend details of this position specification, as it considers necessary to serve the best interests of the organisation and changes to legislation.

AGED CARE ACT

In accordance with an amendment to the Aged Care Act 1997 and the Sanctions Principles concerning “disqualified individuals”, it is a condition of this offer that you are not a Disqualified Individual and that you agree to provide the necessary information for clearance to be given. Further information on this process is included in the Information/Employment offer pack. Should it be determined that you are a Disqualified Individual, this Offer of Employment will be rescinded and employment shall not proceed.

OTHER RELEVANT INFORMATION

It is recognised that the said description does not attempt to highlight and/or detail all aspects of the position described, and therefore the duties of the position are not necessarily limited by the contents of the specification.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE

I certify that I have read and understood the responsibilities of this position and accept employment as offered.

I understand that this Position Specification may be altered in order to meet the needs of the organisation.

Employee Name:	
Signature:	
Date:	