



## Puntukurnu Aboriginal Medical Service

### Job Description

<b>Position Title:</b>	Registered Nurse
<b>Reporting To:</b>	Clinical Manager - Newman Clinic
<b>Award:</b>	<i>Nurses Award 2010 (Cth)</i>
<b>Award Classification:</b>	Registered Nurse Level 1 (RN1)
<b>Hours:</b>	1.0 FTE 75 Hours per Fortnight
<b>Direct Reports:</b>	Nil
<b>Effective Date :</b>	6 <sup>th</sup> May 2020
<b>Review Date:</b>	6 <sup>th</sup> May 2021

#### Position Overview

The Registered Nurse reports to the Clinical Manager - Newman Clinic and is accountable to the Chief Executive Officer. Working as part of a multi-disciplinary team, the incumbent is required to provide high quality primary health care services to the population of Newman with a particular focus on providing care to Aboriginal community members. The Registered Nurse plays an important role in delivering the Newman Clinic team's goals to manage illness, promote well-being, maintain health systems, provide education and training and encourage community health action.

#### Position Responsibilities

##### Clinical Service Provision

- Comply with all applicable legislation and common law relating to the practice of registered nurses including duty of care laws, work health and safety, professional standards and mandatory reporting legalisation and guidelines.
- Participate in all areas of primary health care service delivery including (but not limited to) delivery of age appropriate checks, immunisation program delivery, the rheumatic heart disease program delivery, men's and women's health program delivery (where appropriate), child health program delivery, antenatal care and chronic disease management.
- Undertake a wide range of nursing duties including (but not limited to) general patient assessment, undertaking ECGs, specimen collection, provision of wound care and provision of chronic disease management.

- Participate in multi-disciplinary decision making pertaining to client care.
- Actively participate in the completion of health checks on all eligible clients (Medicare item number 715), care plans (Medicare item number 721) and team care arrangements (Medicare item number 723) on all eligible clients including regular reviews (Medicare item number 732) of clients with a chronic disease.
- Check, prepare and administer all medications in accordance with state legislation, Australian Health Practitioner Regulation Agency (AHPRA) registration and Puntukurnu Aboriginal Medical Service (PAMS) policies and procedures.
- Respond to client enquires on health related issues and provide education to clients and families on care including chronic disease management and health promotion and prevention.
- Triage both booked and unbooked clients on presentation to the clinic.
- Liaise with other health professionals both on and off site.
- Carry out immunisations, and document them in the electronic records for all clients in accordance with the National Childhood and Adult Immunisation Schedule.
- Ensure review and recall processes are in place to promote ongoing health care.
- Assist with and participate in coordination and collaboration of team care arrangements and conferencing, with PAMS staff and external service providers
- Ensure that all opportunities are taken to ensure maximisation of Medicare Claiming.

**Other Duties:**

- Assist the Clinical Manager – Newman Clinic to maintain clinic facilities, perishables and resources at best practice levels.
- Monitor and ensure availability of supplies and equipment.
- Preceptor new or existing staff within the clinic setting to support their skills and knowledge acquisition.
- Liaise with the Clinical Manager – Newman Clinic and General Practitioners on issues relating to clinical practice and safety. Initiate appropriate measures where applicable.
- Participate in planning, delivery and evaluation of client services.
- Assist the Clinical Manager – Newman Clinic to promote and support Aboriginal Health Practitioners (AHP's) as the key health providers in the community to facilitate the delivery of culturally appropriate health care. This includes supporting PAMS trainees with appropriate supervision and mentoring throughout their training.
- In conjunction with the Clinical Manager – Newman Clinic, develop, implement and participate in continuous quality improvement projects, and initiatives and adjust clinic practice in accordance with findings
- Other duties as directed.

The occupant of this position is expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

### **General Responsibilities**

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Health and Safety Act 1984* (WA).
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

### **SELECTION CRITERIA**

#### **ESSENTIAL:**

- Current Registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse with a minimum of three (3) years post registration experience.
- Demonstrated ability to practice in accordance with the Nursing and Midwifery Board of Australia (NMBA's) *Code of Conduct of Registered Nurses and Standards of Practice for Registered Nurses* OR demonstrated ability to practice in accordance with the Aboriginal and Torres Strait Islander Health Practice Board *Code of Conduct and Professional Capabilities* standards.
- Well-developed primary health care skills including (but not limited to) delivery of age appropriate checks, immunisation program delivery, the rheumatic heart disease program delivery, men's and women's health program delivery (where appropriate), child health program delivery, antenatal care and chronic disease management.
- A clear respect for Aboriginal culture, willingness to listen and learn, a commitment to participate in inter-cultural awareness activities as directed by PAMS and demonstrated ability to practice in a culturally safe and appropriate manner.
- Demonstrated understanding of issues affecting Aboriginal health, drivers of health inequality, and principles of primary health care and relevant legislation governing work practice in Western Australia.

- Excellent written and oral communication skills.
- Experience, skills and knowledge working in a multidisciplinary team in a primary health care setting including teamwork and conflict management.
- Previous experience working with electronic patient information management systems (e.g. Communicare)
- Current *Understanding Vaccines and the National Immunisation Program* Certificate or willingness to obtain within the first six weeks of commencement.
- Current First Aid or Intermediate / Advanced Life Support Certificate.

**DESIRABLE:**

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community.
- Further qualifications in the areas of primary health care, chronic disease, mental health, child health, diabetes education, wound care, midwifery or other relevant area.
- Previous experience working effectively with Aboriginal people in a primary health care setting.
- Knowledge of Medicare and its application to the Aboriginal primary health care setting.

**APPOINTMENT FACTORS**

<b>Location:</b> Based in Newman.	<b>Accommodation:</b> Nil
<b>Allowances/Conditions:</b> <ul style="list-style-type: none"> <li>• Employment is conditional pending the outcome of the Federal Police Clearance and a WA Working with Children Check, and where required comply with legislative checks</li> <li>• Unencumbered 'C' class Manual Driver's Licence</li> </ul>	<b>Specialised Equipment Operated:</b>

**ACKNOWLEDGEMENT**

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date