

PRACTICE NURSE



POSITION DESCRIPTION

THE SHIRE OF BOYUP BROOK

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, as demonstrated by our Corporate Values.

OUR VALUES

We have 5 values that guide our everyday behaviours and reflect us at our best.



Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.



Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.



Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.



Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.



Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

PRACTICE NURSE

Position no:		Date effective	24 February 2025
Level:	NA	Agreement/Award:	Nurses Award 2020 (State)
Division:	Boyup Brook Medical Services		
Responsible to:	Practice Manager		

1. POSITION OBJECTIVES

- Contribute to enhancing the quality and delivery of health care by providing nursing services in the context of general practice.
- Embracing quality improvement, education, clinical guidelines and evidence-based practice to meet the current and future needs of our community.
- Achieve positive outcomes for work area consistent with the Shire of Boyup Brook Strategic Community Plan and Corporate Plan.

2. KEY RESPONSIBILITIES

- Assist Practice Manager to identify, implement and review Quality Improvement practices by utilising practice data to identify areas for quality improvement
- Maintain awareness of current legislation to ensure compliance with all statutory regulatory obligations
- Provide chronic disease management, targeted health assessments, health promotion initiatives and population health education including:
 - Working under supervision of the medical practitioners on administration of women's and men's health, through efficient and effective, safe and timely services, exercising a significant level of initiative in the direct coordination, implementation and evaluation of care with appropriate outcomes.
 - Be available as a referral point for patients experiencing domestic violence.
 - Undertake patient clinics, health assessments, lodge visits.
 - Provide vaccine and immunisation services/clinics as required
- Support nurse-led wound management
- Prevention and maintenance of infectious diseases and control sterile fields in the practice
- Provide cardiac holter monitoring service - prepare the patient for electrode attachment for holter monitors, download monitor information and liaise with General Practitioners for interpretation of monitor results

- Ability to provide clinical leadership and foster therapeutic relationships with hospitals, Medicare, Health Department, allied health providers, medical students and GP registrars.
- Organises and supervises the management of vaccines and medical supplies
- Maintain accurate documentation using clinical software including recall/reminder systems. Liaise with reception in regards to scanning of documents and billings.
- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace; observe all safe working practices as directed by the supervisor.
- Be flexible with working hours.
- Enhance provision of quality patient care eg:
 - Infusion clinics
 - ECG management
 - Spirometry testing

3. PERFORMANCE OF DUTIES

- 3.1. Ensure that your work is carried out efficiently, economically and effectively and that the standard of work reflects favourably both on you and the Shire of Boyup Brook.
- 3.2. Perform your duties impartially and in the best interests of the Shire of Boyup Brook.
- 3.3. Comply with all Shire policies and procedures including but not limited to Code of Conduct, Shire of Boyup Brook Policy, Local Government Act 1955 and other relevant Legislation.
- 3.4. Role model a work environment free of discrimination, harassment (including sexual harassment), bullying, victimization, or vilification.
- 3.5. Demonstrate and model our Corporate Values.
- 3.6. Act with integrity – being consistent with Shire’s core values in all your tasks and interactions with others. Demonstrating integrity includes:
 - Demonstrating a personal quality that shows a strong respect for ethical principles in all aspects of your work.
 - Being dependable and following through on your commitments.
 - Being respectful when communicating with others.
 - Taking responsibility for your actions and holding yourself accountable for your mistakes.

4. SAFETY AND DUTY OF CARE

The Shire of Boyup Brook recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions. The Shire is committed to Workplace Health and Safety in all areas of the Shire’s operations, and requires you to comply with the requirements of the

Work Health and Safety Act 2020 and accompanying Work Health and Safety (General) Regulations 2022 which requires that while at work, a worker must:

- a) *take reasonable care for the worker's own health and safety; and*
- b) *take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

5. ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Current National Police Certificate (<3 months).
- Current Working with Children Check
- Reference checks

6. ORGANISATIONAL RELATIONSHIPS

6.1 Responsible to:

Practice Manager with clinical guidance from Medical Doctors

6.2 Supervision of: Nil

6.3 Internal and External Liaison

Internal

Medical Centre staff

External

General Public

7. EXTENT/DELEGATION OF AUTHORITY

- Works under clinical supervision of doctors
- Freedom to act is limited by standards and procedures
- Responsible for timeliness of own work

8. SELECTION CRITERIA

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The skills, experience, qualifications and attributes needed to do this job

a) Qualifications and/or training and/or licences	Essential	Desirable
Registered / Enrolled Nurse	✓	
AHPRA Registration	✓	
Current 'C' class WA Driver's Licence	✓	
Current National Police Clearance	✓	
Current Working with Children's Check	✓	
Right to Work in Australia	✓	

b) Experience and knowledge	Essential	Desirable
Previous general practice experience	✓	
Experience working in a rural area		✓

c) Skills and attributes	Essential	Desirable
Well-developed verbal and written communication skills	✓	
Proven ability to work as a member of a team	✓	
Well-developed computer skills	✓	
Records management skills	✓	
Able to maintain strict patient confidentiality	✓	
Ability to work flexible hours	✓	
Ability to establish good rapport with practice team, patients and allied health professionals and others.	✓	

9. NORMAL WORKING HOURS

As agreed.

10. KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the Practice Nurse's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

11. OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

12. GENERAL TERMS OF APPOINTMENT

- 12.1. All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest
- 12.2. Council's values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.
- 12.3. The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development.

13. CERTIFICATION

As Chief Executive Officer, I confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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

	Signature
Practice Nurse	
Date	
Chief Executive Officer	
Date	