



POSITION DESCRIPTION

Title:	Practice Nurse	Position no	
Level:	NA	Agreement/ Award:	Nurses Award 2020
Division:	Boyup Brook Medical Services		
Responsible to:	Practice Manager	Date effective	16 Feb 2022

1 POSITION OBJECTIVES

- Work under supervision of the medical practitioners on health assessments, chronic disease management plans and act as a referral point for patients experiencing domestic violence.
- Work under supervision of the medical practitioners on vaccine and immunisations, 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.
- Achieve positive outcomes for work area consistent with the Shire of Boyup Brook Strategic Community Plan and Corporate Plan.

2. KEY RESPONSIBILITIES

- Prepare health assessments, chronic disease management plans, assist in Well Women's and Men's Health Clinics and be available as a referral point for patients experiencing domestic violence.
- Undertake patient clinics, health assessments, lodge visits.
- Assist in the delivery of vaccination and immunisation clinics.
- Liaise appropriately with associated health organisations and people such as hospitals, Medicare, Health Department, allied health providers, etc.
- Put all the work in writing in correct patient files and work 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.

3 ORGANISATIONAL RELATIONSHIPS

3.1 Responsible to: Practice Manager with clinical guidance from Medical Doctors

3.2 Supervision of: Nil

3.3 Internal and External Liaison

Internal

Medical Centre staff

External

General Public

WA Country Health Service

Medicare

Allied health providers

4. 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

5. SELECTION CRITERIA

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	✓	
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.	✓	

6. NORMAL WORKING HOURS

As agreed

7. KEY PERFORMANCE INDICATORS

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

8. 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	
Practice Manager	
Date	
Chief Executive Officer	
Date	