



POSITION DESCRIPTION

JOB TITLE	Practice Nurse (Registered Nurse Level 2)
BUSINESS UNIT	UNE Life Medical Services
REPORTING TO	General Manager (Operations)
LOCATION	UNE Life HQ
CLASSIFICATION	Nurses Award (2020), Registered Nurse Level 2
DATE	June 2022

PURPOSE OF THE POSITION

The Practice Nurse performs a key role in the greater General Practice team through the provision of primary healthcare services and support.

As part of the General Practice team, the Practice Nurse will work within scope of practice and be responsible for providing patient-centered, culturally appropriate and individual holistic care to patients, including assisting doctors with minor procedures.

ORGANISATIONAL CONTEXT

UNE Life is a wholly owned, not-for-profit entity of the University of New England independently governed by a Board of Directors and managed by a Director. We are a business dedicated to enhancing the experience of our students, staff and community through the provision of quality and innovative service both on-campus and off campus in the wider Armidale community.

UNE Life is divided into five (5) business units:

- Commercial Services - incorporating our retail outlets, restaurant and cafes, catering and cinemas businesses.
- Sport UNE – incorporating our gym, on campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information/Event Management.
- Corporate Services – finance, governance, information management and human resources.
- Student Experience – Clubs and Societies, incorporating TuneFM (student radio) and Advocacy & Welfare services.

Our success to date has been built upon our ability to deliver a financially viable business whilst maintaining a relentless focus on performance and service excellence.



KEY ACCOUNTABILITIES

Clinical Care & Compliance

- Provide clinical services including triage, administration of medications, administration of immunisations and other injections, wound management, and chronic disease management, and the conduct of preventative screening.
- Plan and manage holistic patient care in consultation with medical staff whilst acting as patient advocate.
- Liaise with hospitals, community agencies and allied health to coordinate exceptional patient care.
- Maintain awareness of current and emerging legislation to ensure both business and personal compliance with all statutory and regulatory obligations.
- Provide support to General Practitioners during minor clinical procedures.
- Ensure maintenance of clinical equipment and other infection control activities consistent with policies and procedures.
- Manage stock of clinical supplies and other resources within prescribed budget, adhering to RACGP standard at all times.

General Practice Environment

- Work as a collaborative member of the multidisciplinary team to ensure excellent patient care and advocacy.
- Maintain accurate documentation using clinical software including recall/reminder systems, IT and information management
- Implement general practice management plans and team care arrangements in consultation with GPs and the multidisciplinary team
- Demonstrate understanding of workplace health and safety principles
- Ensure quality systems are in place and reviewed regularly
- Ensure clinical governance and safe use of medicines following relevant policies and/or legislation
- Work as an inclusive member of the clinical team, providing appropriate mentoring and guidance of registrars, medical, and nursing students
- Contribute to quality improvement strategies with the practice team to bring efficiencies to systems, procedures, and clinical outcomes.

KEY RELATIONSHIPS

- External Stakeholders
 - Patients
 - Community & other allied health professionals
- Internal Stakeholders:
 - UNE Life colleagues
 - UNE Life contractors
 - UNE staff and students



SELECTION CRITERIA

Essential

1. Experience as a practice nurse in a primary healthcare setting.
2. Experience within, and demonstrated understanding of, a general practice environment.
3. Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency
4. Knowledge of current infection control policies and procedures, current CPR certification and knowledge of emergency resuscitation techniques
5. Current immunisation certificate
6. Current NSW Working with Children Check
7. Demonstrated ability to work independently and as part of a multidisciplinary team.
8. Demonstrated competence in the use of patient management software
9. Experience with specific social and cultural groups, such as aged care, adolescents, Aboriginal and Torres Strait Islanders, migrant and refugee groups.

Desirable

Additional qualifications that demonstrate passion for community health such as Diabetes Education Certificate, Accredited Well Women's Certificate, Chronic Disease Management education, asthma/spirometry qualifications, ear syringing qualification.

SPECIAL REQUIREMENTS

1. Willingness to work weekends and nights if required
2. Current driving licence and the ability to travel between sites as required.

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			

