

## POSITION DESCRIPTION

<b>JOB TITLE</b>	Practice Nurse - Enrolled Nurse (EN)
<b>BUSINESS UNIT</b>	UNE Life Health
<b>REPORTING TO</b>	Clinically – Senior Registered Nurses, Administratively – Practice Manager
<b>LOCATION</b>	UNE Healthcare Centre
<b>AWARD COVERAGE</b>	Nurses Award (2020) – pay point 1 -5 – dependent on experience
<b>DATE</b>	January 2025
<b>JOB CODE</b>	HC09

## PURPOSE OF THE POSITION

The Enrolled Nurse is responsible for delivering quality health care to patients of the practice through the provisions of nursing services, under the direction of the Registered Nurse/s. The Enrolled Nurse will work as part of a team of Nurses to support the General Practitioners in all areas of General Practice.

Enrolled Nurses retain responsibility for their personal actions whilst remaining accountable to the Registered Nurse for delegated functions. The Enrolled Nurse will be accountable for assisting with all designated activities in line with company policies, procedures, and regulatory and legislative requirements. They will also be expected to operate both autonomously and in a team environment within their scope of practice, ensuring they keep the Practice Manager and relevant staff, briefed throughout. They will strive to exceed quality work standards and client service satisfaction levels.

## ORGANISATIONAL CONTEXT

We are a wholly owned, not-for-profit entity of the University of New England (UNE) independently governed by a Board of Directors and led by a Chief Executive Officer. Put simply, we are a company that is also part of the University family.

Our mission at UNE Life is to provide an outstanding experience both on, and off our University campuses.

We are the bridge between the University and its many communities. We are a team that gets things done together with a focus on honesty and respect for one another.

One of our bigger success measures revolves around our commitment to quality service for the UNE and the wider community. We offer a unique set of services which are divided across 6 focus areas, these include:

- Student Experience – includes clubs & societies, our student-powered radio TuneFM, our independent student Advocacy & Welfare Services, and specific events & activations from orientation, to graduation.
- Commercial Services - includes our retail outlets, food & beverage services, event management & catering.
- SportUNE – includes our state-of-the-art community gym, on-campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information - includes around-the-clock security services for the University.
- Corporate Services – includes Finance, People & Culture, Branding & Marketing, IT Management, and Contract Management.
- Health – includes UNE Life Healthcare Centre and other health services/programs.

## UNE LIFE VALUES

We believe our values reflect who we are as a team. Alignment with these values is key to your success with UNE Life.

- Honesty – transparency builds trust
- Respect – yourself, others, and all we do
- We are a team – we get things done, together
- Never settle – we live for continuous improvement
- Surpass expectations – we focus on customer satisfaction
- We're committed – we do what we do because we believe in it.

## KEY ACCOUNTABILITIES

### Clinical

#### 1. Assisting Medical Practitioners in delivering clinical services, including:

- Patient triage
- Acute assessment of patients
- First aid assistance with emergency procedures
- Suture removal and wound management
- Assistance with minor procedures
- ECGs
- Ear syringing (Accredited Nurses only)
- Spirometry
- Blood sugar levels
- Injection and medication administration
- INRs
- Urinalysis
- Cervical screenings (Accredited Nurses only)
- Diabetes clinics



2. Undertake Health assessments including over 75s, 45-49 year, DVA, ATSI and assisting with workplace and pre-employment health checks.

### **Improvement of Patient Health Outcomes**

3. Improve health outcomes by contributing to and enhancing the management and prevention of ill health through:
  - Identification of key practice patient populations (e.g. diabetics, asthmatics, elderly)
  - Implementing health assessments and care plans
  - Dissemination of patient education such as information leaflets, videos and posters
  - Provision of advice (e.g. medications, contraception, diet, lifestyle)
  - Patient advocacy
  - Understanding of Medicare item numbers

### **Equipment and Supplies**

4. Daily co-ordination of treatment areas, including: stock control, sterilisation, general maintenance and care of medical instruments and equipment.
5. Monitoring/ordering of stock, samples and supplies, including S8 drug register.

### **Compliance**

6. Contributing to Workplace health and safety by:
  - Following WHS instructions, policies and procedures;
  - Reporting accidents and hazards and addressing potential risks;
  - Working to ensure both your own and others' safety; and
  - Actively participating in WHS meetings, suggesting improved risk and hazard mitigation.
7. Reporting of equipment failure and issues relating to Workplace Health and Safety.

### **Infection Prevention and Control Coordination**

8. Adhere to relevant standards and legislative requirements related to:
  - Infection control/sterilisation including maintaining procedures for disposal of clinical waste and sharps, ordering of protective equipment and maintaining spills kit
  - Cold chain monitoring.

### **Professional**

9. Efficient and accurate computerised data entry.



10. Liaise with other care providers to deliver optimal health outcomes for practice patients, such as:

- Emergency services
- Medical representatives
- Community Health Centres
- Aged Care Assessment Teams
- Hospital
- Home visiting services

11. Participating in meetings, staff training, development programs and performance appraisals.

## **General**

12. Strictly observing the principals of confidentiality and security of patient notes and company information.

13. Other duties as required consistent with the Practice Nurses skills and qualifications.

14. Perform Medical Receptionist duties, as and when required.

## **EXPECTED BEHAVIOURS AND PERSONAL ATTRIBUTES**

15. Demonstrate a knowledge of, and compliance with, all relevant legislation and common law obligations affecting nursing.

16. Discharge of duty of care in the course of practice including meeting practice standards, and accountability for nursing actions.

17. Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.

18. Practice only within the limits of your educational preparation and competence.

19. Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.

20. Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.

21. Excellent interpersonal and communication skills across all ages and social groups.

22. Always be well-presented, friendly, courteous and obliging. Represent the practice in a confident and positive manner at all times.

23. Undertake all duties in a diligent manner, with honesty and integrity.

24. Maintain absolute confidentiality regarding patient and practice information.

25. Have a vigilant attitude to accuracy, being prepared to double check as necessary.

26. Ability to work cooperatively and independently and the ability to prioritise and organise.



27. Demonstrated commitment to ongoing professional development.

*Note: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.*

## SPECIAL REQUIREMENTS

1. Appropriate tertiary qualification and current unconditional registration with the Nursing and Midwifery Board of Australia/ AHPRA as an Enrolled Nurse.
2. Maintain a current driving licence and the ability to travel between sites as required.
3. Maintain a current immunisation certificate.
4. Maintain a current NSW Working with Children Check.
5. Willingness to work weekends and nights if required.
6. Willingness to undertake continuing professional development.

## KEY RELATIONSHIPS

Direct Reports:

- N/A

External Stakeholders

- Patients
- Community & other allied health professionals
- UNE staff and students

Internal Stakeholders:

- General Practitioners (Dr's)
- Registered Nurses
- Practice Manager
- UNE Life contractors
- UNE Life colleagues

## SELECTION CRITERIA

Essential



1. Experience as an enrolled nurse in a general practice setting.
2. Demonstrated organisational and time management skills and an outstanding work ethic.
3. Knowledge of current infection control policies and procedures, current CPR certification and knowledge of emergency resuscitation techniques.
4. Demonstrated ability to work as part of a multidisciplinary team.
5. Demonstrated competence in the use of patient management software.

#### **Desirable**

6. Experience with wound management, Immunisations and assisting in procedures.
7. Experience with Best Practice software highly regarded.
8. Experience with specific social and cultural groups, such as aged care, adolescents, Aboriginal and Torres Strait Islanders, migrant and refugee groups.

## **LEADERSHIP ACCOUNTABILITIES**

- N/A

## **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.

<b>Signatories</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Staff member			
Supervisor			

