

POSITION DESCRIPTION

Position Title: Practice Nurse

Location: Wellington

The Practice Nurse role is integral to the smooth running of our Clinic. The focus of the role is to provide direct patient care and quality treatment to all of our clients attending the clinic and excelling at the administrative required for the position.

The Practice Nurse reports directly to the Team Leader Clinic and will be part of the Clinic Team that delivers a high level of patient care.

KEY RESPONSIBILITIES OF THIS ROLE

- Support the GPs, clinic services on a day to day basis supporting the smooth running of the clinic practice.
- Provide delivery of quality treatment and client care to all patients attending the clinic, at the direction of Medical Officers.
- Attend patient care including dressings, clinical observations, INRs, BSLs, urinalysis, spirometry, triaging patients, immunisations, administration of prescribed injections, nebulisers, oxygen while working under the supervision of Team Leader Clinic.
- Maintain treatment, consulting rooms are fully stocked, checked and tidied after each patient as per clinic procedure.
- Timely Management of the patient recalls needed for GP follow up
- Cold Chain, daily monitoring of vaccine fridge and report any variances outside recommended temps to Team Leader Clinic or other Team Leader in their absence.
- Review and update clinical policies and procedures as required and/or every 3 years.
- Ensure all nursing clinical procedures are performed according to best practice policy.
- Responsible for coordinating infection control processes in line with the organisation's infection control policy.
- Working together with clinic nurse to ensure that practice staff have an induction on commencement of their employment on infection control relevant to their role.
- Ensure staff have annual infection control education relevant to their role.
- Conduct assessments on infection control procedure.

- Maintain up-to-date program and client records/files.
- Accurately input client data into Communicare data base.
- Maintain secure and accurate filing of all files/records.
- Have a good understanding and assist with the compliance of the WACHS clinic with AGPAL Accreditation standards.
- Accreditation for the Clinic and identify initiatives that improve health service delivery.

SKILLS AND EXPERIENCE REQUIRED

Essential Criteria

- Endorsed Enrolled Nurse (NSW) or Registered Nurse
- Previous experience in providing health services to Aboriginal communities and a thorough working knowledge of health issues impacting on Aboriginal & Torres Strait Islander people.
- Previous experience working within a structured policy environment and the ability to implement and monitor staff compliance.
- Demonstrate a good standard of interpersonal and communication skills.
- Demonstrated ability to establish effective internal and external workplace relationships.
- Well-developed organisational and time management skills
- Demonstrated ability to work individually and as part of a team
- Awareness of and sensitivity to Aboriginal culture and history, and current issues affecting the lives of Aboriginal people.
- Knowledge and understanding of the issues that impact on Aboriginal people and Aboriginal communities
- Willingness to undertake professional training
- Display an understanding of the individuals rights to determine their own path in life
- Current Drivers Licence
- Understanding of EEO, H&S, EAPS and Ethical works practices and the ability to implement and model these standards within the workplace.
- Hold a valid WWC clearance and Criminal record check

Desirable Criteria

- Aboriginality

WHO WE ARE

Wellington Aboriginal Corporation Health Service (WACHS) aims to empower targeted Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community controlled model. Our main services are located in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, and we provide outreach services to other towns and communities through our regional programs

We are an Aboriginal Community Controlled Health Service offering Primary Health Care Services and an Integrated Care program, as well as a number of specialist clinical staff and AHW's, a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, Aboriginal Local Support, a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases, regional programs including Australian Nurse Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program. Our staff are supported by an Executive Management Team located across our service areas.