

Position Description

Practice Nurse

This template outlines a range of information that your practice may wish to include in a position description for a Practice Nurse.

Simply amend the following sections to suit the individual needs of your practice and the specific requirements of the position.

About our general practice

Amend to suit your practice.

- <Practice name> is a privately owned organisation operating from <number> sites located in <areas/localities>.
- Our practice employs, subcontracts and engages with general practitioners, practice nurses (both registered nurses and enrolled nurses), visiting physicians, allied health professionals and administration staff.
- As an employee, you may be required to work at any of our sites mentioned above and travel to provide home assessments or supervision, mentoring and education as needed.

Our vision

Amend to suit your practice.

Optimal health and wellbeing for our community.

Our mission

Amend to suit your practice.

To improve our patients' health by:

- providing comprehensive and sustainable primary healthcare through leading, engaging and collaborating with our community
- providing timely access to the most appropriate primary healthcare services including general medical practice services, nursing and allied healthcare with a multidisciplinary team approach
- embracing quality improvement, education, clinical guidelines and evidence-based practice to meet the current and future needs of our community.

Our organisational values

Amend to suit your practice.

To deliver excellence in primary healthcare services, our practice adheres to the following list of organisational values.

- **Health planning** - research, continuing professional development, education and community consultation to identify local population health needs.
- **Quality improvement culture** - utilise practice data to identify need for improvement and implement plan, do, study, act (PDSA) cycles.
- **High standard of care** - meet/exceed measures in line with the RACGP Standards for General Practice (5th Edition) and the ten building blocks of high performing primary care.
- **Community engagement** - identify health priorities and deliver evidence-based care that is supported by clinical guidelines.
- **Patient-focused care** - excellence in patient care with a focus on accessible, adaptable and flexible service delivery to support health and wellbeing.
- **Cultural safety** - offer a welcoming and safe environment with integrity and respect for our diverse client population, while providing fairness, confidentiality and equity for individual needs.
- **Sustainability** - lead a safe and environmentally responsible practice with excellence in accreditation standards.
- **Accountability** - have defined roles and accept responsibility in meeting commitments through good governance and efficient management.

Position, term, salary and conditions

- Position title: Practice Nurse
- Position reports to: Clinical Nursing Manager
- Position term: Permanent position upon satisfactorily demonstrating knowledge, skills and attributes required to meet the key responsibilities and complete the probationary period
- Position salary and conditions: <Insert as agreed>

Position profile

- Provides chronic disease management, health assessments, health promotion, quality improvement and population health education.
- Demonstrates experience in smoking cessation, immunisation, asthma management, outreach programs, diabetes education, triage, travel medicine, breast care and cervical screening.
- Supports nurse-led wound management and immunisation clinics as required.

Selection criteria

Essential

- AHPRA registration as a registered nurse.
- Current Western Australian Driver's Licence.
- Current criminal record screening.
- Current Working with Children Check.
- Recent primary healthcare experience.
- Continuing professional development.

Domain 1 – clinical nurse care

- Ability to lead innovative, evidence-based practice.
- Demonstrated patient-focused, goal-orientated approach to service provision.
- Sound knowledge of the general practice environment and its relationship to the broader health sector and local community health priorities.

Domain 2 – general practice environment

- Knowledge of recall/reminder systems, data and clinical software.
- Extensive experience and knowledge of the general practice environment, including funding models and day-to-day operations, or demonstrated capacity to learn.
- A commitment to continuing quality improvement and leading/maintaining accreditation standards.

Domain 3 – collaborative practice

- Outstanding interpersonal, team building, negotiation and communication skills including written, verbal and IT/IM.
- Demonstrated strategic and reactive problem solving skills.
- Proven ability to work as a highly effective member of a team including as part of a diverse group of allied and healthcare professionals.
- Ability to provide clinical leadership and foster therapeutic relationships with medical and nurse students and GP registrars.

Domain 4 – professional practice

- Tertiary qualifications recognised by the Nursing and Midwifery Board of Australia (NMBA) as a registered nurse.
- Experience in the primary healthcare sector.
- Demonstrated understanding of enrolled nurse (EN) supervision requirements and willingness to plan and coordinate care needs.
- A commitment to ongoing continuing professional development (CPD) and participation in relevant CPD activities in accordance with national registration requirements.

- Demonstrated ability to provide leadership in nursing and primary healthcare principles, collaborate with the practice team and communicate effectively with external stakeholders including service providers and referrers.

Key responsibilities

Clinical nurse care

- Provide proficient, evidence-based chronic disease management.
- Conduct preventative screening.
- Demonstrate organisational values including respect, dignity and cultural safety.
- Plan and manage holistic patient care in consultation with medical staff while acting as patient advocate.
- Liaise with hospitals, community agencies and allied health to coordinate patient care.
- Share innovative practice and work as an integrated team.

General practice environment

- Maintain accurate documentation using clinical software including recall/reminder systems, IT and information management.
- Apply knowledge of funding models to deliver optimal care.
- 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.
- Manage supplies and clinical resources within budget.
- Ensure clinical governance and safe use of medicines following federal/state legislation.

Collaborative practice

- Work as a collaborative member of the multidisciplinary team, reflecting the values of the organisation.
- Work as an inclusive member of the clinical team, providing appropriate mentoring and guidance for registrars, medical and nurse students.
- Demonstrate a high level of team work, support, engagement and communication with the general practice nursing team.
- Work on quality improvement strategies with the practice team to bring efficiencies to practice systems, procedures and clinical outcomes.

Professional practice

- Maintain awareness of current legislation to ensure compliance with all statutory and regulatory obligations.
- Ensure care is evidence-based and delivered using clinical guidelines and practice to underpin competency.
- Use health literacy principles to lead patient education, community health and outreach programs as well as health promotion initiatives.
- Practice within the organisation's policy and nursing standards and codes.
- Undertake continuing professional development.
- Review systems and procedures to ensure efficient and accessible care.
- Utilise practice data to identify areas for quality improvement.
- Provide leadership to the nursing team and other staff.
- Provide direct and indirect supervision, and mentoring, to ENs within the organisation.

Appointment requirements

The Practice Nurse will be required to:

- undertake a pre-employment interview
- provide appropriate references for contact as requested by the practice
- participate in the practice orientation program
- participate in a peer and performance review process.

Peer and performance review process

The Practice Nurse will participate in peer reviews conducted by the Clinical Nurse Manager after one month and 10 weeks of employment. A performance review process will be conducted on an annual basis.

Hours of work

The Practice Nurse will be required to work <insert hours> hours per week. However, from time to time the Practice Nurse may be required to work reasonable additional hours, as necessary to fulfil the requirements of the position, or as requested by the employer. This may include working outside of business hours, during weekends and/or on public holidays.