



Position Description	
Position Title:	RAV-060 Registered Nurse
Reports To:	Health Service Manager
Direct Reports:	Nil
Award & Classification:	Nurses Award 2010 (level)

Position Purpose
<p>The RN position is responsible for providing clinical care and comprehensive Primary Health Care, and the provision of quality and culturally appropriate nursing services to the community. Travelling throughout the geographic service area of Mamu Health Service Limited may be a requirement of this position.</p> <p><i>To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects.</i></p>

Specific Duties	Success Indicators
<p>Clinical</p> <ul style="list-style-type: none"> • Provide appropriate registered nurse level care to clients attending Mamu Health Service Limited clinics. These may include but are not limited to: <ul style="list-style-type: none"> ○ Triage, Telephone, Front Desk, Treatment room ○ Identify and assess and manage the urgent need of clients, including emergency treatment ○ Therapeutic care and treatment ○ Wound management and dressings ○ Venepuncture's ○ Diagnostic services ○ Clinical data management ○ Home visiting support ○ Client advocacy ○ Client recall ○ Chronic disease management ○ Immunization ○ Excisions • Perform nursing and clinical procedures competently, in accordance with qualifications • Mentor ATSI Health Workers, Health Practitioners and Trainees and provided day to day support of their clinical activities when required • Assist with the implementation of strategies aimed at increasing the uptake of Medicare Enhanced Primary Care (EPC) Items • Continually modifying and improving our procedures and written policies in accordance with the most recent evidence and guidelines and adopting a risk management approach when implementing infection control measures • Ensuring the timely dissemination of information concerning changes to infection 	<p>All nursing and clinical procedures are performed competently</p> <p>Clinical care, comprehensive primary health care and nursing services are high quality and meet the needs of clients, evidenced by client survey results</p> <p>All medical equipment is maintained in safe working order</p> <p>Effective infection control measures are in place</p> <p>Medical stock control systems are safe and effective, with no errors made in the storage and dispensing of pharmaceuticals</p> <p>Increase in the uptake of Medicare Enhanced Primary Care items</p> <p>Increase in the uptake of child health screening and immunisation services</p> <p>National Key Performance Indicators as per funding agreement are met or exceeded</p> <p>Clinic Action/Staff Work Plan Key Performance Indicators are met or exceeded</p>



<p>control procedures or information about national and local infection control outbreaks</p> <ul style="list-style-type: none"> • “Cold Chain” maintenance of vaccines and vaccination policies • Ensure maintenance of safe effective medical stock control systems, including the storage and dispensing of pharmaceuticals in accordance with Accreditation standards and internal and external protocols • Ensure that all medical equipment is maintained in safe working order through regular servicing arrangements • Participate in specific child and maternal initiatives, including the uptake of child health checks • Participate in and support the delivery of child health screening and immunisation services • Work within a multidisciplinary team to support the provision of safe, effective health counselling and primary health care to women, men and their families 	
<p>Health Promotions and Community Engagement</p> <ul style="list-style-type: none"> • Support the planning, implementation and evaluation of group activities • Promote the Service locally through community engagement activities and promotional activities • Provide and support health promotion programs through local networks • Comply with legislation, policies, procedures and protocols to achieve and maintain evidence based and effective practice in primary health care with a focus on promotion, prevention and early identification 	<p>Health promotion programs are supported</p> <p>Number of people attending health promotions and community events:</p> <ul style="list-style-type: none"> • Aboriginal clients • Torres Strait Islander clients • Non-Indigenous clients
<p>Administration</p> <ul style="list-style-type: none"> • Assist in maintaining the PIRS (Communicare) in accordance with the organisational requirements and client records • Ensure all primary health care programs maximise Medicare billings to meet financial targets • Prepare written monthly reports as required • Maintain and provide relevant information and data for the development of submissions to governments for the development of programs • Ensure the accurate collecting and recording of patient demographics • Maintain accurate recording of client records and case notes • Provide information and culturally appropriate resources to stakeholders • Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities 	<p>Accurate and current client information (including current case notes, statistics, other client records and files) maintained on the Patient Information Recall System Communicare</p> <p>Accurately completes paperwork and assigned duties in a timely manner</p> <p>Medicare billing targets are met or exceeded</p>



General Duties

- Maintain a friendly and approachable attitude towards clients and staff
- Develop and maintain effective relationships with other Aboriginal medical services in the region, key external stakeholders and service providers
- Maintain clean and professional appearance
- Respect all equipment and property and use with care to avoid unnecessary damage
- Attend meetings, internal and external training to further develop and maintain skills, as required
- Develop and maintain good working relationships with colleagues and clients to achieve a strong team philosophy within the organisation
- Work collaboratively to exceed client expectations
- Keep work areas tidy and clean
- Participate in community events (weekends and after hours) when required
- Support health promotion programs and the planning, implementation and evaluation of group activities
- Contribute as required to maintenance of AGPAL and ISO:9001 accreditation status and reaccreditation process, where required
- Other ad hoc duties, as required
- Undertake the responsibilities of the position adhering to:
 - Equal opportunity and anti-discrimination legislation and requirements
 - Workplace Health and Safety (WHS) legislation and requirements
 - Legal requirements
 - Confidentiality agreement and client confidentiality
 - Code of conduct

Qualifications & Experience

- Bachelor of Nursing (The Registered Nurse must have current registration with the Australian Health Practitioners Regulation Agency and continual maintenance of such registration and must have immunization Endorsement)
- Current QLD Drivers license
- Current First Aid Certificate or ability to obtain one
- Current Working with Children Check “Blue Card” or ability to obtain one

Knowledge, Skills and Personal Attributes

- Demonstrated understanding and commitment to the principles of Aboriginal Community Controlled Health Service and the concept of Comprehensive Primary Health Care
- Knowledge, understanding and sensitivity towards the social, economic and cultural factors affecting Aboriginal and Torres Strait Islander people’s health
- Experience working within a cross-cultural environment
- Well-developed interpersonal skills with the ability to communicate effectively with people, particularly with Aboriginal and Torres Strait Islander peoples
- High level skills in managing time, setting priorities, planning and organising own work to achieve specific tasks and set objectives efficiently and effectively within set timeframe
- Displays high standard of customer service
- Ability to work in any location within Mamu Health Service’s service area when required
- Exceptional teamwork skills and ability to work with minimal/no supervision
- Ability to mentor and support ATSI Health Workers & Trainees
- Understanding of Medicare and Australian government health legislation and policy
- Demonstrated ability to establish and maintain collaborative working relationships with external peers and stakeholders from various backgrounds and levels
- Sound theoretical knowledge, practice skills and ethical behaviour
- Ability to exercise confidentiality and tact when dealing with sensitive issues



Approved by:		Date:	
I have read the above Position Description and understand and accept the role requirements for the position of Registered Nurse.			
Incumbent Signature:		Date:	
<i>Note: The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.</i>			