



CAPRICORNIA DIVISION OF GENERAL PRACTICE LTD

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POSITION DESCRIPTION (SAMPLE ONLY)

- Position:** Practice Nurse (Registered Nurse or Enrolled Nurse)
- Status:** Casual / Permanent Part time / Full time
- Salary Range:** Remuneration is in accordance with the Nurses' Award – State (September 2002).
Copies of the State Nurses Award are available from AMAQ at no cost to members. Ph: 07 3872 2222.

Position overview: *Provide an overview of the nurses expected role in your General Practice.*

The Practice Nurse reports to the Registered Nurse acting as the Practice's Clinical Nurse (Level 2) or Clinical Nurse Consultant (Level 3), whoever is most senior. Where only one nurse is employed at a Practice, the Practice Nurse reports to the Principal General Practitioner.

Organisational environment:

Overview of your General Practice, staff and mission.

Key Outcome Areas:

The Practice Nurse fulfils the Australian Nursing Council's National Nursing Competency Standards for Registered Nurses and Enrolled Nurses. Listed below is an overview of the range of activities and outcomes the Practice Nurse will be responsible for, or contribute to, as part of the General Practice Team.

- 1. Provide clinical nursing services in a General Practice context through:**
 - Triage -Telephone / Front Desk / Treatment Room
 - Assessment
 - Therapeutic care and treatment
 - Diagnostic services
 - Clinical data management
 - Home visits monitoring and support
- 2. Coordinating patient services through:**
 - Networking with other services
 - Integrating service delivery
 - Planning and management of care
 - Providing information and feedback between the services, patients and General Practitioners
 - Patient advocacy.
- 3. Management of the clinical environment by assisting General Practice to meet relevant standards and legislative requirements in:**
 - Infection control
 - Cold chain monitoring
 - Records management
 - Occupational Health and Safety
 - Accreditation processes
- 4. Health promotion and education by promoting patient, carer and community well-being through:**
 - Health information
 - Education
 - Specific programs
 - Community development
 - Self care

5. Sustaining General Practice by contributing to better management of human and material resources through:

- Optimising the use of professional resources
- Building the practice base
- Building practice capacity to adapt to change
- Maximising financial efficiency

6. Improving health outcomes by contributing to and enhancing the management and prevention of ill health through:

- Health screening
- Immunisation
- Recall
- Patient education
- Outreach services
- Systems management
- Acute and chronic disease management

(See 'Roles in Practice Nursing'). [Link to Royal College of Nursing Australia, www.rcna.org.au/content/nigp.pdf](http://www.rcna.org.au/content/nigp.pdf) for Nursing in General Practice Fact Sheets.

Selection Criteria:

The *Name of General Practice* promotes Equal Employment Opportunity. All selection is based on proven experience, qualifications and/or training, and the person's potential to most effectively undertake the responsibilities of the position.

Mandatory Requirements:

1. Current registration with the Queensland Nursing Council (Please bring original to interview for sighting).
2. Minimum of two years post-graduate experience.
3. A current driver's licence.
4. Current CPR certificate.
5. Excellent communication skills.
6. Ability to work in a team.

Desirable:

1. Post-basic studies or professional experience in nursing related areas such as: Advanced practice endorsements (immunisation, EN); Patient Education- asthma, diabetes; Infection control; Sterilisation; Wound management; Cervical screening; Spirometry; Venipuncture; ECG's; Minor procedures; Women's health; Ante and postnatal care/Midwifery; Public health; Community health; Family planning; Mental health
2. Computer literacy
3. Professional autonomy
4. Desire to work in a varied environment.

For the National Nursing Competency Standards, Nursing Code of Conduct, Nursing Code of Ethics and Nursing Scope of Practice: [Link to Australian Nursing Council, www.anci.org.au](http://www.anci.org.au) and Queensland Nursing Council, www.qnc.qld.gov.au/docs/Framework.pdf

Performance appraisal:

The position is subject to a three month, and then annual, performance and peer review.

(See Sample Performance and Peer Review)

Physical demands:

The position requires the nurse to regularly sit, stand, walk and drive a vehicle, plus occasionally lift and/or move weights of up to 5kgs. Specific vision abilities required include close and distance vision. Reasonable accommodations may be made to enable applicants with disabilities to perform essential functions.