

Practice Nurse Position

BACKGROUND

Bega Valley Medical Practice (BVMP) has been providing professional, friendly, family health care to the Bega Valley community since 1997. Our team of doctors, nurses and allied health professionals are dedicated to creating an atmosphere in which patients feel comfortable and confident that any care they receive will be of the highest standard.

POSITION SUMMARY:

To ensure smooth and efficient functioning of the practice and provide an exceptional standard of care to our patients.

DUTIES:

- Perform clinical duties within required level of clinical competency, according to best available evidence.
- Perform a number of duties including triage, immunisations and other injections; wound management, chronic disease management, ECG's and collection of pathology samples
- Assist doctors with clinical procedures and maintain clinical documentation
- Assist with data management, diagnostic services, networking with other providers, planning and management of patient care and patient advocacy.
- Telephone patients with test results as directed by medical or reception staff
- Conduct preventative/screening procedures; assist with patient education and community health promotion activities. Explain procedures to patients, providing them with support and reassurance.
- Co-ordinate patient recall and outreach programs and GP management plans and team care arrangement
- To ensure that patients' immediate needs and on-going care are met before and after their consultation including the provision of home visits as required
- Maintain awareness of current and new legislation including infection control, sterilisation, hazardous materials and safe handling/disposal of medical waste, records management, OHS, and accreditation. Ensure relevant personnel are kept informed and changes are made to systems and procedures as required
- To communicate effectively with patients, doctors and all support staff at all times
- To deal with emergencies when necessary, following set procedures
- To exercise confidentiality in regard to patient care and all aspects of the practice
- Maintain consultation rooms in a tidy and welcoming manner

- Act within the practice and nursing code of ethics and appropriate level of clinical competence at all times. Maintain awareness of current evidence and research on clinical practices and inform/educate other practice staff. Change systems and procedures to ensure compliance with best available evidence as applicable
- Actively participate in team meeting and general staff meetings
- Attend training sessions in-house and external courses when required
- To undertake other duties as required by Doctors and the Practice Manager

ESSENTIAL CRITERIA:

- Registered Nurse, qualified to practice in Australia and registered with AHPRA
- Professional indemnity cover
- Minimum of one years nursing experience
- Demonstrated understanding of the needs of general practice and interest in community-based nursing including patient education and health promotion
- Knowledge of current immunisation schedules, diabetes management, asthma management, enhanced primary care items, infection control, CPR and emergency resuscitation techniques, equipment and drugs
- Willingness to undertake training to achieve additional qualifications such as Accredited Women's Health Certificate, Diabetes Education Certificate, Asthma/Spirometry qualification/education

DESIRABLE CRITERIA:

- Knowledge of Best Practice medical and management software
- Competence in the use of relevant medical equipment
- CPR/Triage training and/or experience
- Training and/or experience in management of emergencies, handling complaints, Medicare, basic infection control, safe handling and disposal of medical waste, etc
- Member of APNA

HOW TO APPLY

1. Please address application to Jodie Meaker – Practice Manager
2. Attach resume/CV
3. Include at least 2 (two) referees and their telephone contact details
4. Applications may be emailed to jodiem@bvmp.com.au

or posted to:

PO Box 688, Bega NSW 2550

or hand delivered to:

Bega Valley Medical Practice, 61 Carp Street BEGA

5. Applications close **Monday 4 March 2019.**