



Huon Valley Health Centre

HUONVILLE & CYGNET

BOOK ONLINE

www.huonvalleyhealthcentre.com.au

PHONE **6264 2800**

FAX 6264 2411

HUONVILLE 85 Main Road, Huonville TAS 7109

PHONE **6295 1333**

FAX 6295 1233

CYGNET 14 George Street, Cygnet TAS 7112

EMAIL info@huonvalleyhealthcentre.com.au

Registered Nurse Position Description

Position Title: Registered Nurse

Employment type: Permanent part-time

Award: Nurses Award 2010 – Registered Nurse Level 2

Professional supervisor: Clinical Nurse Coordinator

Reports to: Clinical Nurse Coordinator; Clinical Director

Position objective

The purpose of the position is to contribute to enhancing the quality and delivery of health care by providing nursing services in the context of general practice.

Key Criteria

- Registered Nurse – with a current practising certificate of registration with the Australian Health Practitioners Regulation Agency (AHPRA);
- Experience working in a primary health care setting;
- Experience working with older people and people with chronic illnesses;
- Ability to work as part of a team as well as independently;
- Ability to prioritise and organise;
- Excellent interpersonal and communication skills with patients, their families and with other members of the general practice team;
- Demonstrated patient-focused approach in service provision;
- Demonstrated commitment to ongoing professional development;
- Possession of current Tasmanian driver's licence;
- Current CPR certificate.

Job requirements: Administrative

- Delivery of direct and comprehensive nursing care to a specific group of patients with complex care needs in a general practice setting;
- Provision of support, direction, orientation and education to receptionists, RN1, RN2, EN, student EN, student RN and medical students where required;
- Ordering of stock, samples and supplies including maintenance of emergency trolley and doctor's bag medications;
- Maintenance of controlled and scheduled drug documentation;
- Monitoring of cold chain systems and documentation thereof;



Huon Valley Health Centre

HUONVILLE & CYGNET

BOOK ONLINE

www.huonvalleyhealthcentre.com.au

PHONE **6264 2800**

FAX 6264 2411

HUONVILLE 85 Main Road, Huonville TAS 7109

PHONE **6295 1333**

FAX 6295 1233

CYGNET 14 George Street, Cygnet TAS 7112

EMAIL info@huonvalleyhealthcentre.com.au

Registered Nurse Position Description

- Australian Childhood Immunisation Register notification;
- Maintenance of administration and clinical data systems including entry and retrieval processes and use of the audit systems to improve quality care (including recall systems);
- Occupational health and safety including infection control processes;
- Ongoing professional development, participation in and leadership of research and quality assurance projects as required, including participation in clinical meetings and practice education sessions.

Job requirements: Acute and chronic care provision

- Triage, first aid assistance and treatment in emergencies;
- Assessment and treatment of acute and chronic wounds;
- Assist doctors with procedures;
- Cleaning and sterilisation of procedural instruments and equipment;
- Conduction of nurse led clinics;
- Co-ordinate, assess and complete documentation and follow protocols for chronic disease management including health assessments, GP Management Plans and Team Care Arrangements;
- Immunisations and other injections;
- Administration of medications and infusions under GP supervision;
- Accurate use of spirometry, electrocardiographs (ECGs), Holter monitors and blood pressure monitors;
- Measuring and documenting vital signs including blood glucose readings, urinalysis;
- Pathology collection including venepuncture;
- Intravenous cannula insertion;
- Removal of sutures.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, stand, walk and drive a vehicle. The employee must occasionally lift and/or move up to 5 kilograms. Specific vision abilities required by this job include close vision, and distance vision. The position requires the employee to be capable of sufficient mobility to enable regular attendance at meetings.

Reasonable accommodations may be made to enable participants with disabilities to perform the essential functions.



Huon Valley Health Centre

HUONVILLE & CYGNET

BOOK ONLINE
www.huonvalleyhealthcentre.com.au

PHONE **6264 2800**
FAX 6264 2411
HUONVILLE 85 Main Road, Huonville TAS 7109

PHONE **6295 1333**
FAX 6295 1233
CYGNET 14 George Street, Cygnet TAS 7112

EMAIL info@huonvalleyhealthcentre.com.au

Registered Nurse Position Description

Salary Rating

This position is permanent part time.

The hours of work may vary according to the roster, within practice opening hours:

Monday to Friday 8am to 6pm, Saturdays 9am to 4pm.

This position has a three month probationary period at which time the incumbent will be reviewed for the position.

Salary review for this position is based on an annual performance appraisal (may or may not be appropriate).

Professional Development

The Huon Valley Health Centre is committed to the ongoing professional development for all its employees and encourages them to attend educational activities that will enhance the employee's ability to perform tasks at the practice. Attendance at activities that are during working hours must be negotiated with the employer, with reasonable notification.

Name.....

Endorsed by.....

Signed

Signed.....

Date

Date.....