



Huon Valley Health Centre

HUONVILLE & CYGNET

BOOK ONLINE

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Position Title: Nurse Manager

Employment type: Permanent part-time

Award: Nurses Award 2010 [MA000034]

Professional supervisor: Managing Director

Reports to: Managing Director; Operations Manager

Position objective

The purpose of the position is to contribute to enhancing the quality and delivery of health care by providing and coordinating nursing services in the context of general practice. The Nurse Manager will work to coordinate and maintain high standards of care in 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 in a leadership role;
- Experience working with older people and people with chronic illnesses;
- Able to work as part of a team as well as independently;
- 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;
- People management skills;

- Project management for health promotion and quality improvement projects with a focus on best practice, evidence-based, person-centered models of care;
- Identify, develop and implement process changes using change management principles across a multi-site organisation;
- Ability to build rapport, relationships and work collaboratively in a multidisciplinary team environment and with community stakeholders;
- Commitment to building excellence in nursing through advocacy, leadership, professional development and strategic planning;
- Computer literacy;
- Possession of current Tasmanian driver's licence;
- Current CPR certificate.

Job requirements: Administration

- Staff and patient education;
- Work closely with the Pandemic Leader as the COVID-19 Pandemic Coordinator;
- Collaborate with external stakeholders as the Bruny Island Clinical Lead;
- Collaborate and contribute to the Senior Leadership Team;
- Promote colleague health and wellbeing as the Health and Wellbeing Committee Coordinator;
- Collaborate with Whole of Community Facilitator and UTAS to deliver the Nursing Student Professional Experience Placement program;
- Staff selection, management, development and implementation with the Managing Director and Operations Manager;
- Delivery of direct and comprehensive nursing care to a specific group of patients with complex care needs in a general practice setting;
- Development and coordination of systems across multiple sites (including use of auditing) to ensure the maintenance of standards of nursing care in general practice, including policy and procedure manual and assistance with AGPAL accreditation;
- Coordinating a multidisciplinary service team in a general practice setting, working with the Operations Manager where required;
- Provision of support, direction, orientation and education to RN1, RN2, EN, student EN and student RN where required;
- Liaising with the EN, Clinical Pharmacist and onsite Phlebotomist to maintain ordering of stock, samples and supplies including maintenance of emergency trolley and doctor's bag medications;
- Liaising with the Cold Chain Coordinator to monitor cold chain systems and documentation thereof;
- 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;
- Occupational health and safety including infection control processes;
- Maintaining practice standards as the Infection Control Coordinator;
- Ongoing professional development, participation in and leadership of research and quality assurance projects as required;
- Delegation of tasks to RN or EN staff where required.

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;
- Conduction of nurse led (team based) health promotion and QI activities;
- 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 under GP supervision;
- Accurate use of spirometry, electrocardiographs, Holter monitors and blood pressure monitors;
- Patient assessment including primary and secondary survey, observations, nursing diagnosis, treatment options and liaising with the treating GP;
- 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.

Salary Rating

This position is permanent part time, Nurses Award 2010 [MA000034] - Health Professionals Level 2.

The hours of work may vary according to the roster, within practice opening hours: Monday to Friday 8.00am to 6.00pm, Saturdays 9.00am to 2.00pm.

This position has a six 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.

We are a teaching medical practice. That means that we are, and always will be, a place of learning. We are inherently curious. We overcome health inequalities by offering accessible, affordable & highly evidence-based medical care to our community.

We do that in teams. We think & reflect deeply about the needs of our patients and how we can meet them in a meaningful way.

We demonstrate commitment. We have impact. We make our community healthier.