

## POSITION DESCRIPTION PRACTICE NURSE – GP PROGRAM

### OVERVIEW

<b>Program:</b>	Sacred Heart Central
<b>Reports to:</b>	Health & Wellbeing Coordinator
<b>Supervise:</b>	Nil
<b>Date of Last Review:</b>	January 2017
<b>Classification:</b>	Registered Nurse, Level 3 Sacred Heart Mission Nurses Enterprise Agreement 2014 or subsequent Agreements

### ORGANISATION CONTEXT

Sacred Heart Mission (SHM) works with people whose capacity to participate fully in community life is affected by deep, persistent disadvantage and social exclusion. Since opening our doors in 1982, the Mission has been providing a range of innovative, relationship based service responses which enable people to overcome disadvantage and realise their full potential. As a trauma informed organisation, our shared recognition of the impact of trauma informs and guides all of our interactions with the people who access our services.

SHM is an Equal Opportunity Employer and an Environmental Sustainability driven organisation. We provide equal employment opportunities to all employees without regard to race, colour, religion, gender, national origin, age or disability. We ensure staff and volunteers operate from fit for purpose facilities that adopt green building design and practices.

SHM has a number of staff committees across the organisation committed to championing best practice in these areas. Our EEO groups lead by example to break down the barriers to inclusion and to foster a diverse workplace where people are free from discrimination and disadvantage and are treated with respect and dignity. Our Green team has set targets for developing SHM's environmental profile as a sustainable organisation and as a leader in the sector.

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## **VISION**

Our vision is of an inclusive, fair and compassionate community, which enables people to overcome disadvantage and realise their full potential.

## **MISSION**

Our mission is to build people's capacity to participate more fully in community life, by addressing the underlying causes of deep, persistent disadvantage and social exclusion.

### **We do this by:**

- Ensuring access to the necessities of food, clothing, housing, health care and specialised services.
- Listening, understanding and responding to people in a holistic, caring, and respectful way, so they can take control of their lives.
- Delivering accessible, responsive, evidence informed and innovative services.
- Welcoming people in the spirit of social justice, co-operation and partnership to create better communities.
- Engaging sector partners, researchers, philanthropy, business, government and the broader community, to contribute their time, expertise and resources.

## **PROGRAM INFORMATION**

SHM is made up of four Divisions – Client Services, People & Strategy, Business Development and Business Services. Sacred Heart Central (SHC) sits within our Client Services Division and is made up of several programs that provide an integrated service approach, including:

- Support Services, which provide homelessness assistance (assertive engagement, crisis intervention, advocacy and support), Case Management, Assistance with Care for the Aged, a Wellbeing and Activities program, Partnerships with Alcohol and Other Drug Services and Mental Health Services, and a Homeless General Practice Clinic.
- The Meals Program, which provides a daily breakfast and lunch service (an average of 400 meals a day, every day of the year).
- The HoH Clinic, which provides complementary health services through a professional bank of volunteers including chiropractors, naturopaths, physiotherapists, hairdressers and other professionals.

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## PURPOSE OF THE POSITION

The GP clinic's location alongside SHC's engagement hub is important because of its proximity to marginalised and at-risk communities. The Program aims to opportunistically target people who do not currently have a GP. The Program is an initiative designed to meet the needs of the most marginalised client groups experiencing the greatest health risk and level of disconnection from community and support and service systems. The targeted client group has poor health status and health outcomes and low level of engagement in traditional primary health services. The project provides a flexible and innovative model of effective integrated medical service. It is currently a part-time role.

The objective of this position is to provide an integrated clinical medical service based at 87 Grey Street. The Practice Nurse will work in partnership with support staff to engage clients and provide a comprehensive range of primary health care responses. The role facilitates the day to day operations of the GP Clinic with a focus on health education and continuity of care.

## KEY RESPONSIBILITIES

Accountability	Major Activities
<b>Service Delivery: Clinical</b>	<ul style="list-style-type: none"><li>▪ To provide nursing services to the practice population, including collection of pathology specimens, suture removal, assistance with minor procedures, wound care, immunisations, removal of casts, spirometry, urinalysis as required.</li><li>▪ To provide triage/first aid assistance with emergency procedures.</li><li>▪ To provide health information to clients and secondary consultation to staff in clinical matters.</li><li>▪ Proactive involvement in patient health/disease management through care planning, case conferencing, health assessments and routine recalls.</li><li>▪ Liaise closely with clients' support workers, including HOPS (Alfred Psychiatry).</li><li>▪ Provide a link between services, patients and the general practitioner.</li></ul>
<b>Standards and Legislative Requirements</b>	<ul style="list-style-type: none"><li>▪ Ensure standards and legislative requirements are met and maintained whilst facilitating the clinical environment and performing duties within the areas of:</li></ul>

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Accountability	Major Activities
	<ul style="list-style-type: none"> <li>- Infection control – maintenance of procedures for disposal of contaminated waste and sharps disposal.</li> <li>- Accreditation related activities as per DHHS funding requirements and organisation data collection requirements.</li> <li>▪ Records management/data entry, including the management of results, referrals and timely follow up.</li> <li>▪ Maintenance of procedures for cold chain monitoring and vaccine storage and usage.</li> <li>▪ Assist in the development of policies and procedures and updating the GP clinic orientation manual.</li> </ul>
<b>Health Promotion &amp; Education</b>	<ul style="list-style-type: none"> <li>▪ In collaboration with clients, the development and implementation of health assessments and care plans.</li> <li>▪ Dissemination of patient education resources.</li> <li>▪ Health promotion and advice (e.g. contraception, diet, lifestyle, smoking cessation) to clients and staff of SHM and partner agencies.</li> <li>▪ Management of Chronic diseases including diabetes and asthma, through clinical care, education and encouragement of patients to self-manage.</li> <li>▪ Patient advocacy.</li> <li>▪ Planning, managing and delivering patient care under direction and support of GP.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>▪ To attend and contribute to staff development opportunities and to attend relevant courses and mandatory in-house training when appropriate.</li> <li>▪ To maintain knowledge of current practice and issues in clinical care.</li> </ul>
<b>Performance Management Framework</b>	Actively participate in yearly individual performance and development plan.
<b>Administrative</b>	To provide practice management in the following areas:

<b>Accountability</b>	<b>Major Activities</b>
	<ul style="list-style-type: none"> <li>▪ Provide and complete all Medicare data required for billing, incentive payment and rebate purposes.</li> <li>▪ Orientation of new GPs including administrative set up procedures.</li> <li>▪ Use Best Practice software for patient records and Medicare data.</li> <li>▪ Provision of DHHS administration and data collection.</li> <li>▪ Stock control of medical supplies, drugs, oxygen.</li> <li>▪ Scheduling and documentation of routine maintenance or repair of treatment room equipment.</li> <li>▪ Maintenance of vaccine register and notification of ACIR discrepancies as required by legislation</li> <li>▪ Knowledge of Commonwealth chronic disease management items (PIPS).</li> <li>▪ Attend all relevant meetings.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>▪ Find creative opportunities to ensure that continuity of care is provided to a complex, itinerant cohort that is often unwilling to accept health interventions.</li> <li>▪ Health promotion and education using a strength based approach.</li> <li>▪ To participate in the ongoing planning, evaluation and development of the GP Project.</li> <li>▪ Delivering direct and comprehensive nursing care to a primarily homeless and disadvantaged clientele with complex nursing care needs, as a practice nurse/practice manager within a primary health General Practice Clinic.</li> </ul>
<b>OH&amp;S</b>	<p>Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions.</p>
<b>RISK</b>	<p>All SHM staff are responsible for considering, identifying and addressing risk (the effect of uncertainty on objectives) whether positive (opportunities) and/or negative (threats).</p>

Accountability	Major Activities
<b>CQI (Continuous Quality Improvement)</b>	All SHM staff are responsible for identifying areas of the strategic plan that 'add value', and for implementing and monitoring CQI initiatives. Staff are open to new ways of doing things, respond to challenges with innovative ideas and solutions and promote a continuous quality improvement culture.
<b>TIC (Trauma Informed Care)</b>	All SHM staff are responsible for engaging in learning and development to integrate their understanding of and responsiveness to the impact of trauma within their work including active participation in the supervision and performance development process.

## MANDATORY REQUIREMENTS

- A current Criminal Records Check.
- A current Victorian Working with Children Assessment Notice.
- Registration with the Australian Health Practitioner Regulation Authority.

## QUALIFICATIONS

- Relevant tertiary qualifications.

## KEY SELECTION CRITERIA

### Essential

- Division 1 Registered Nurse – current Practising Certificate (Registration with AHPRA).
- Demonstrated patient-focused approach in service provision.
- Wound Care skills.
- Experience working with marginalised and disadvantaged people.
- Excellent interpersonal and communication skills.
- Understanding of trauma informed care.
- Ability to work cooperatively and independently.
- A current Victorian Driver's Licence.
- Computer literate (Microsoft Office) and ability to use database programs.

### Desirable:

- Current Immunisation certificate.
- Pathology collection skills.

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- Experience in working in the community health and welfare sector.
- Experience in working with marginalised and disadvantaged patients.
- Experience in working with, and sensitivity to a variety of cultures (including indigenous), including the use of interpreters

**APPROVED BY MANAGER** .....

**ACCEPTED BY STAFF MEMBER** .....

**DATE** .....

***POSITION DESCRIPTION SHOULD BE REVIEWED ANNUALLY OR WHEN POSITION CHANGES***