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| **Position Title** | Registered Nurse  |
| **Manager** |  |
| **Salary** |  |
| **Location** |  |

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| **Summary of Position** |

In this role, you will work collaboratively with our general practitioners, practice staff and other relevant care providers to provide triage services and integrated care for our patients.

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| **Service Overview** |

Our <service name> provides affordable and accessible services to our patients across Australia
delivering end to end patient care. To assist us in delivering this service, we are looking for an experienced Enrolled Nurse/Registered Nurse to join our team in <service name>.

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| **Key Responsibilities** |

* Triaging our patients and prioritising emergency situations.
* Assisting GP with procedures including excision of lesions, plastering and assessments.
* Health coaching to support patients with achievement of their health goals.
* Effective management of patient reminder systems.
* Coordination, management, and maintenance of patient clinical data.
* Monitoring of patient clinical outcomes.
* Create and implement clinical care plans
* Attend to and provide clinical care for our clients. Preparation and review of care plans.
* Organise and facilitate all allied health services for our clients
* Liaise with care workers and providing training where necessary
* Overseeing and implementing quality improvement initiatives to ensure high quality of services
* Promote a strong customer focused culture
* Ensure all documentation, procedures and reporting meets relevant guidelines and legislation
* Ensure compliance with relevant legislative requirements.
* Support the specialist doctors with various procedures and ensure the patient is comfortable and relaxed throughout
* Prepare the examination room to ensure it is clean and tidy for the doctors and patients
* Handle instruments to support the doctor during procedures
* Administrative duties including managing patient enquiries via telephone and email.

Other possible tasks:

* Wound dressings and removal of sutures
* Perrforming ECGs and other tests such as spirometry and audiograms
* Venepuncture/Immunisation
* Assisting the GP with the management of the annual diabetes and asthma cycles of care

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| **Selection Criteria** |

Essential

* Current RN/AHPRA registration
* Police Check.
* Driver’s license (Optional)
* Professional verbal and written communication skills
* Strong organisational and time management skills
* Sound computer skills in Office and Excel (or similar)
* Full Australian working rights
* Excellent people skills to relate well to patients, staff and health care professionals.
* Ability to work under pressure and learn processes quickly.
* Minimum of [xx] years nursing experience in Australia
* If this sounds like the perfect opportunity for you, we would love to hear from you

Desirable

* ACN Nurse Immuniser Certificate
* Use of Best Practice clinical software or similar.
* Previous care plan/health assessment experience.
* Current First Aid Certification.
* Experience in Community Care