

Disclaimer

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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

DUTY STATEMENT

POSITION TITLE:	Registered Nurse (Practice Nurse)
REMUNERATION/CONDITIONS:	In accordance with the Nurses Award 2020
POSITION STATUS:	Full-time
DIRECTLY RESPONSIBLE TO:	Practice Manager
PERFORMANCE APPRAISAL:	6 month probationary period; performance reviews every 12 months thereafter
POSITION FUNCTION:	Deliver high quality, culturally safe nursing care to Aboriginal and Torres Strait Islander clients in a holistic model of care, supporting the leadership of Aboriginal Health Workers and Practitioners. Participate in care planning, health promotion, clinical procedures, and service evaluation.
MINIMUM SKILLS REQUIRED:	Registered Nurse qualifications with current AHPRA registration
SERVICE PROVISION	In consultation with the Practice Manager

POSITION SUMMARY

The Registered Nurse works in partnership with Aboriginal Health Workers and other clinical staff to deliver best-practice, culturally safe, person-centred care. The role includes chronic disease management, clinical procedures, immunisation, wound care, and contributing to health promotion and continuous quality improvement activities.

RESPONSIBILITIES

- Work in partnership with Aboriginal Health Workers, respecting the cultural expertise of Aboriginal Health Workers to ensure the provision of holistic and culturally appropriate health care to Aboriginal People.
- Triaging our patients and prioritising emergency situations.

- Provision of primary health care to patients & health education to Aboriginal community members
- Monitor local Aboriginal health problems and needs, advising the Practice Manager as required.
- Provide clinical services with appropriate allied and medical referrals.
- Assist Medical Practitioners as required.
- Maintain stock and medical supplies.
- Contribute to development, implementation, and evaluation of appropriate health promotion programs.
- Supervise trainee nurses and health assistants in clinical duties.
- Pathology Collection & ECG.
- Patient Information Recall System Management.
- Clinical care eg. Infection control, Wound Care, Ear Syringing, Patient triage, Immunisations.
- 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.
- 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.
- Assisting the GP with the management of the Chronic Diseases.

SERVICE DELIVERY MANAGEMENT

1. Attend and receive feedback at clinical morning briefs.
3. Manage control of consumable stock and equipment.
4. Monitor important health communications and updates (e.g. health alerts).

SAFETY AND QUALITY GOVERNANCE

- Participate in the review of the Medical Policy & Procedure Manual annually with the CQI Officer including researching relevant legislation, directives, RACGP and AGPAL standards.
- Participate in clinical performance and risk management in relation to risks to clients, staff and practitioners, and the organisation.
- Foster a supportive environment and approach to incident reporting and investigation with the main focus being on system failures while not ignoring human factors involved.

MEETINGS

- Clinical team meetings
- All staff meetings
- Monthly Clinical Governance Committee (as required)
- Interdisciplinary case conferencing
- Stakeholder, community, and partnership meetings (when appropriate)

KEY PERFORMANCE INDICATORS

Focus Area	KPI
Clinical Practice	≥75% care plans updated within 12 months; compliance with care protocols
Client Outcomes	≥85% of chronic disease clients have regular reviews and management plans
Cultural Safety	Feedback indicates ≥90% clients feel culturally respected and safe
Team Collaboration	Participation in ≥90% of case meetings and peer reviews
Documentation & Data Quality	100% of clinical entries meet documentation standards

PROFESSIONAL DEVELOPMENT

- Attend and complete mandatory training, refresher courses, and clinical updates.
- Maintain continuing professional development (CPD) hours as per AHPRA.
- Participate in cultural safety and trauma-informed care training.
- Engage in reflective practice, peer review, and skill-building activities.
- Access funded or in-service learning opportunities identified through appraisal.

ESSENTIAL SKILLS AND EXPERIENCE

- Demonstrated experience in delivering primary health care in a team-based model
- Ability to work effectively in Aboriginal community-controlled settings
- Strong communication, active listening, and culturally sensitive engagement skills
- Clinical problem-solving, triage, and time management in a dynamic environment
- Competence using clinical software (e.g. Communicare, Best Practice, MMEx)
- Experience working with clients across life stages and with complex needs
- High level of confidentiality and professionalism

MANDATORY REQUIRMENTS

- Current AHPRA Registration (Registered Nurse)
- Cultural competence and demonstrated understanding of Aboriginal and Torres Strait Islander health
- Experience in primary health care, chronic disease, and preventative health
- High -level cultural competency and understanding of working in an Aboriginal community-controlled health setting
- Current National Police Check

- Current Working with Children Check or equivalent clearance
 - Current Driver's Licence
 - Compliance with all organisational policies and procedures
 - Ability to maintain confidentiality and comply with Australian Privacy Principles
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SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____