

# **MARKET STREET MEDICAL PRACTICE**

## **PRACTICE NURSE POSITION DESCRIPTION**

### **Reports to:-**

The Practice Nurse reports to the Practice Manager and the Principals of the Market St Medical Practice

### **Purpose of the position:-**

To provide an exceptional standard of care to all patients of the practice whilst working well within a multidisciplinary team

### **Key criteria:-**

- Registered nurse with current registration certificate
- Experience working in a primary health care setting
- Experience working with people of all ages and ethnicity
- Able to work well as part of a multidisciplinary team
- Excellent communication skills with patients, their families and with the other members of the general practice team

### **Key Responsibilities:-**

The role includes, but is not limited to, the following elements of work:

#### **Providing clinical nursing services in the general practice context through:**

- assessment triage
- health assessments
- therapeutic care and treatment (asthma and diabetes management)
- wound care
- assist with minor procedures
- administer medication (IV, IM injections, vaccinations, nebulisers)
- diagnostic services (ECG, spirometry, INR, glucose monitoring, PAP smears)
- clinical data management

**Coordinating patient services through:**

- case conferencing
- teleconferencing
- networking with allied services
- integrating service delivery
- sustaining continuity of care
- planning and management of care (working with GPs/RN's in care planning activities)
- providing information and feedback between the services, patients and GPs
- patient advocacy

**Managing the clinical environment by assisting the general practice to meet relevant standards and legislative requirements in:**

- infection control and sterilisation
- cold chain monitoring
- records management
- hazardous materials & safe handling/disposal of medical waste
- occupational health
- accreditation processes
- purchasing relevant clinical equipment and supplies
- maintenance of medical supplies
- act within the practice and nursing code of ethics & maintain an appropriate level of clinical competence at all times
- awareness of current evidence and research on clinical practices and inform/educate other practice staff.
- improving systems and procedures to ensure compliance with best available evidence as applicable

**Promoting patient, carer and community well being through:**

- Run nurse-led chronic disease clinics, supporting patients to work towards their health goals as defined in the GP management plan
- Conduct preventative/screening procedures and assist with patient education and community health promotion activities.
- health information provision whilst remaining abreast of change
- education (access to allied health services)
- community development (promotion of available services)
- encourage self care
- liaison with carer's or nominated family/friends to optimise health service provision

**Sustaining general practice by contributing to better management of human and material resources through:**

- optimising the use of professional resources
- building the practice base
- building practice capacity to adapt to change
- maximising financial efficiency
- attends and contributes to practice meetings
- Collaborates with general practitioners to develop guidelines and protocols

**Improving health outcomes by contributing to and enhancing the management and prevention of ill health through:**

- health screening
- immunisation
- register and recalls
- patient education
- access to services
- systems management
- acute and chronic disease management

**Recognises the need for ongoing education and training to maintain competence for nursing practice**

- uses self assessment and peer review to regularly assess own competence for practice within the agreed scope of practice
- identifies the need for updated knowledge base for practice
- supervises both enrolled and other registered nurses, and students of general practice health care
- educates nurses and students of general practice health care
- maintains skills in cardiopulmonary resuscitation and other first aid required in the setting
- manages own record of Clinical Professional Development points accrued to meet the standards of registration

## **Skills and attributes:**

- Demonstrated patient-focused approach in service provision with genuine empathy and interest in patient's needs
- Excellent interpersonal and communication skills, both written and verbal
- Always well presented, friendly, approachable, courteous and obliging. Represent the practice in a confident and positive manner at all times
- Undertake all duties in a diligent manner, with honesty and integrity
- Maintain absolute confidentiality regarding patient and practice information
- Have a vigilant attitude to accuracy with an ability to work cooperatively and independently
- Ability to prioritise and organise with attention to detail
- Demonstrated commitment to ongoing professional development

## **Education; Qualifications and Experience:-**

### **Essential:**

- minimum Registered Nurse Level I with current registration
- a minimum of 2 years experience in a primary health care setting
- excellent interpersonal and communication skills, both written and verbal
- excellent computer skills

### **Desirable:**

- further education in Practice Nursing or associated skills
- member of APNA or other applicable professional body
- commitment to ongoing professional development
- knowledge of relevant computer software e.g. Best Practice