



**POSITION TITLE: Nurse (Registered)**

<b>Position Title</b>	Nurse (Registered)	<b>Program / Funding Stream</b>	Primary Health Care
<b>Position Classification</b>	<b>Nurse Level 3</b>	<b>Finance Funding Code</b>	50 / 72
<b>Reports To</b>	Clinic / Program Coordinator	<b>Direct Reports</b>	Nil
<b>Program / Service and Role Description</b>	<p>Wurli-Wurlinjang Health Service is an Aboriginal Community Controlled Organisation delivering primary and clinical health care services to the Aboriginal people in Katherine and surrounding communities. Wurli prides itself on delivering a range of health services to the community in a style and manner that makes clients feel welcome and comfortable. Wurli operates a range of clinics and provides a range of primary health care and other services which include main clinic (acute and general care), Gudbinji Chronic Disease Clinic, Binjari Health Centre, Women and Children’s Health and Men’s Health.</p> <p>Nurses are responsible for delivering safe, high-quality clinical services, patient care, health promotion and education as part of a multi-disciplinary team. The role is responsible for the delivery of client services in accordance with Wurli’s policy and procedures, care is directed and in line with the CARPA standard treatment manual and applicable legislation and regulations. Depending on the clinic and / or program, Nurses may assess and treat clients, deliver specific health care programs or specialise in a particular health care service.</p>		
<b>Qualifications</b>	<b>Essential:</b> Bachelor of Nursing		
	<b>Desired:</b> Degree in Nursing or working towards other relevant specialised qualifications		
<b>Experience</b>	<b>Essential:</b> More than five years’ experience Clinical Nursing Practice.		
	<b>Desired:</b> Broad understanding of the health system in the Northern Territory; Previous experience in regional remote services or similar environment		

<b>Prerequisites</b>	Fully Registered as Registered Nurse with Australian Health Practitioners Regulation Agency (AHPRA) National Police Records Check and Working with Children’s Clearance Current Cardio Pulmonary Resuscitation Certificate (CPR) Current Northern Territory Driver’s License	
<b>Key Result Area</b>	<b>Responsibilities / Activities</b>	<b>Standard Measure</b>
<b>SERVICE DELIVERY</b>	<ul style="list-style-type: none"> <li>□ Provide direct and comprehensive Nursing care and individual case management to clients within the context of Primary Health Care in a professional, confidential and culturally safe manner</li> <li>□ Nursing Clinical services may include, but are not limited to:- <ul style="list-style-type: none"> <li>• Screen patients and treat according to CARPA protocols</li> <li>• Providing health assessment, diagnosis and treatment services within your scope of practice (respond to health problems presented by our clients)</li> <li>• Refer patients appropriately to other providers if their needs exceed the range of care within your scope of practice, including referrals to other services within Wurli</li> <li>• Explain procedures and treatment to clients to gain cooperation and understanding, and allow clients to make informed decisions about their health management</li> <li>• Contribute to the effective management of patient care plan systems, including participating in patient care conferences, managing patient follow-up procedures.</li> <li>• Use patient information system (Communicare/PCIS) to identify care needs and document patient consultation in patient’s medical file.</li> <li>• Assist Doctors and other health professionals with communication, treatment and any advice relevant to a client’s treatment.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide culturally appropriate health care to meet the needs of the community</li> <li>• Services delivered meet the stated objectives in accordance with the funding agreement, Wurli’s Continuous Quality Improvement Program and related policies and procedures:- <ul style="list-style-type: none"> <li>○ Confidentiality and privacy principles adhered to</li> <li>○ Delivery of services in a culturally safe and appropriate manner</li> <li>○ Delivery in accordance with clinical standards / governance</li> <li>○ Complete service tasks in a timely manner to standard and within standard time frames</li> <li>○ Participate in professional development including self-directed learning and required training</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in the provision of high quality emergency care that at times is independent but with support from other health professionals.</li> </ul> <p>☐ Maintain professional practice by:-</p> <ul style="list-style-type: none"> <li>• Maintaining your own professional knowledge and standards through continuing professional development</li> <li>• Active involvement in clinical governance, peer review, trainee teaching and CQI activities</li> <li>• Ensure safe clinical practices are observed and adhered to when treating clients and in accordance with CAPRA treatment protocols, within the parameters of your profession and Wurli policy and procedure</li> <li>• Participate in the annual performance appraisal process and setting work and personal goals for the coming year (Individual Performance Plan)</li> </ul> <p>☐ Maintain your duty of care in patient protection by:-</p> <ul style="list-style-type: none"> <li>• Adhering to the requirements of privacy legislation and client confidentiality</li> <li>• Reporting, as required by legislation</li> <li>• Actioning of client recall systems</li> </ul> <p>☐ Maintain Treatment /Consulting Room ensure fully stocked, checked and tidied after each client as per Clinic policy and Procedure</p> <p>☐ Use clinic equipment as per procedures and report any functional problems promptly</p> <p>☐ Complete community, home care , aged care and school educational visits as required</p>	
<p><b>PROGRAM DEVELOPMENT, NETWORKING &amp; LIAISON</b></p>	<p>☐ Liaise with Indigenous agencies, other health clinics, hospitals, and welfare providers, and other staff members to ensure clients have access to information and are referred to relevant services and programs as required</p>	<ul style="list-style-type: none"> <li>• Active involvement and contribution to networking, advocacy, monitoring and evaluation of the service / program</li> </ul>

	<input type="checkbox"/> Actively encourage client/family/community to engage in practices conducive to optimising health	<ul style="list-style-type: none"> <li>Participate in relevant local community groups that aim to increase general awareness regarding the effects of nutrition and diabetes health issues</li> </ul>
<b>TEAM SUPPORT / SUPERVISION</b>	<input type="checkbox"/> Work to foster productive relationships with all other Clinic / Program staff <input type="checkbox"/> Actively participate and contribute to team meetings and clinical education <input type="checkbox"/> Participate in clinical governance, work health and safety, quality and accreditation processes and other activities and processes as appropriate. <input type="checkbox"/> Participate in the performance review process, commits to own self development and maintain professional competencies	<ul style="list-style-type: none"> <li>Co-operative and professional working relationships are developed and maintained</li> <li>Communicate effectively and openly in the workplace</li> <li>Commits to professional development activities</li> </ul>
<b>ADMINISTRATION &amp; REPORTING</b>	<input type="checkbox"/> Accurate and timely entry of client data into Communicare (Health data management system) on a daily basis <input type="checkbox"/> Recording of statistics and maintaining computer systems required for efficient and effective management of clients. <input type="checkbox"/> Perform other administration duties as required within both a clinical environment and office environment. <input type="checkbox"/> Provide briefings and reports to the Clinic / Program Coordinator as required.	<ul style="list-style-type: none"> <li>Administrative functions such as client referrals and case records are entered into the health information system are actively undertaken, accurate, timely and in accordance with record keeping</li> <li>Maintaining appropriate and adequate documentation in accordance with established guidelines</li> </ul>
<b>WORKPLACE HEALTH &amp; SAFETY</b>	<input type="checkbox"/> Maintain a work environment that is hygienic, tidy and free of hazards <input type="checkbox"/> Ensure your personal health and safety, and that of others in the workplace <input type="checkbox"/> Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety <input type="checkbox"/> Promote and deliver in accordance with Wurli's risk management framework <input type="checkbox"/> Report all accidents, incidents, near misses and hazards immediately	<ul style="list-style-type: none"> <li>Adheres to Risk Management and WH&amp;S Policy and Procedures at all times</li> </ul>

<b>CORPORATE IDENTITY</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Promotes and embodies Wurli's vision and values</li> <li><input type="checkbox"/> Act as a role model for staff and clients</li> <li><input type="checkbox"/> Act in accordance with Wurli's Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Acts in a professional manner, leads by example, promotes the organisation and maintains the reputation of the organisation and profession / service</li> </ul>
<b>Personal Characteristics / Qualities</b>		<b>Job Competencies (Skills and Knowledge)</b>
<ul style="list-style-type: none"> <li>• Presents a personal image and demeanor that promotes credibility and is appropriate to work setting and role</li> <li>• Treats others with dignity &amp; respect</li> <li>• Is proactive and self-motivated</li> <li>• Sound time management skills with a pro-active approach to timely follow up and completion of tasks.</li> <li>• Encourages and cooperates with others to achieve common goals</li> <li>• Able to work within a legal and ethical framework</li> <li>• Understands discretion and confidentiality</li> <li>• Passionate about improving the wellbeing outcomes for Indigenous communities</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to work within Wurli's values and vision and adhere to quality improvement practices, policies and procedures</li> <li>• Demonstrates knowledge of Primary health care / CARPA standards/ RACGP/ISO 9001.</li> <li>• Demonstrated knowledge and currency of AHPRA codes of conduct</li> <li>• Clinical experience in a range of areas including chronic disease management, child health, men's health, women's health and emergency care</li> <li>• Demonstrated interpersonal skills in dealing with the community, patients and staff members</li> <li>• Knowledge and understanding of Aboriginal, Torres Strait Islander societies and cultures and an understanding of the issues, particularly in the health area which are affecting Aboriginal &amp; Torres Strait Islander people</li> <li>• Demonstrated ability to communicate sensitively and effectively with patient from a vast cultural background</li> <li>• Ability to develop professional relationships</li> <li>• Respects boundaries and limits of own role and capabilities</li> <li>• Maintains awareness of own skills strengths and gaps</li> <li>• Sound computer skills including the ability to use MS Office Suite (including Outlook) and Communicare or equivalent systems.</li> <li>• Sound written, communication and listening skills</li> </ul>	