



Position Description

Position:	Clinic Nurse
Location:	Coffs Harbour
Pay structure:	
Classification	
Hours per week	38
Responsible to	Clinical Services Manager

Our Values → Compassionate ↔ Respectful ↔ Empowering ↔ Inclusive

Our Purpose → Culturally appropriate care that ensures the best possible health and wellbeing outcomes for those on Gumbaynggirr Land

Our Vision → Greater choices for our mob to improve health for all stages of life

Objectives

In this role you will support comprehensive primary health for the continuum of care for clients of the service. You will provide education, training and support the ongoing professional development of the Aboriginal Health workforce.

Role responsibilities

1. Provide and /or coordinate the delivery of accountable and responsible patient centered, outcome based nursing care that reflects the current standards of nursing practices and current policies and procedures including:
 - a. Quality nursing care for all clients, families, carers, and community;
 - b. Client triage;
 - c. Wound management;
 - d. Women's health checks;
 - e. Transition of care 48 hour discharge follow-up;
 - f. Home visits;
 - g. Pathology collection;
 - h. Sterilisation;
 - i. Immunisation; and
 - j. General GP support and advocacy.
2. Work collaboratively with clients, family and carers to ensure goals are client focussed and that client's participate in decision making process about their health management program.
3. Support client outcomes in a multidisciplinary team;
4. Provide clinical supervision for Aboriginal Health Workers by:
 - a. Supporting skills development and clinical sign off of skills and experience as part of Certificate III, IV and Diploma of Aboriginal Primary Health Care;

Our Community and Clients
A healthy and empowered mob

- b. Supporting the Clinical Services Manager and Senior Aboriginal Health Worker develop learning and development plans for Aboriginal Health Workers based on clinical competence;
 - c. Support ongoing professional development and registration of Aboriginal Health Workers AHPRA registration
5. Primary responsibility for clinic standards and organisational requirements including:
 - a. Vaccine Cold Chain management (ordering, storage, receiving, audits, record management, and providing staff training and awareness sessions including induction);
 - b. Infection control and management (procedures and practice guides, induction, supporting cleaning and maintenance team);
 - c. Triage (procedures, training, induction, and record management)
 - d. Manage equipment register and scheduling of regular servicing;
 - e. Undertake monthly audit of clinical equipment and resuscitation equipment;
 - f. Clinical stock and equipment ordering and maintenance of stores;
6. Maintain privacy and confidentiality of client records including:
 - a. Maintaining client records;
 - b. Managing recalls and client follow-up;
 - c. Identifying and reporting any notifiable data breaches;
 - d. Support training and development of staff (Reception, Aboriginal Health Workers, Pharmacist, Registered Nurses, General Practitioners, GP Registrars, and visiting specialists) in organisation requirements for records management.
7. Contribute within scope of practice for continuous improvement and clinical best practice initiatives across the organization.

Workplace responsibilities

- Work as a team member, seeking support, guidance and direction as required;
- Attend meetings and undertake training as appropriate to the role of Clinic Nurse;
- Perform any other duties consistent with the terms of employments as may be directed or implied from time to time; and
- Participate in staff performance reviews.

Workplace Health and Safety responsibilities

- Follow defined WH&S and injury management policies and procedures;
- Take reasonable care for the safety of others in the workplace;
- Ensure organisational compliance with any requirements of the WH&S Act and other legislation with regard to health, safety and welfare in the workplace;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WH&S Act or other legislation;
- Report all accidents or incidents which did, or could have resulted in, injury to others in the workplace or damage to property;

- Report all hazards or potential hazards;
- Be familiar with emergency evacuation procedures and participate in regular training in safety procedures; and
- Provide input into regular safety inspections for their department.

Child Protection Responsibilities

- Be familiar with and adhere to legislation in relation to Child Protection and comply with NSW Health Frontline Procedures for the Protection of Children and Young People; and
- Attend training in Child Protection as required.

Continuous Quality Improvement responsibilities

- It is the responsibility of each staff member to be aware of the contents of the policy and procedures manuals and work within the principles contained therein.
- Each staff member is expected to be committed to quality service and to participate in activities to enhance continuous quality improvements in the workplace.

Non Smoking Policy

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke.

Smoking is prohibited at all times in the buildings and vehicles at Galambila. Smoking is only permitted outdoors within the designated smoking area(s).



Selection Criteria

Essential

1. Demonstrated ability to operate effectively in a multidisciplinary team environment providing client centered care;
2. Demonstrated ability to build and maintain relationships with Aboriginal clients, families and carers in the delivery of primary health care;
3. Experience in nursing assessments and planning ongoing client care;
4. High level organisational skills and communication skills;

Desirable

1. Recognition by the Aboriginal community as being of Aboriginal descent;
2. Experience working in a primary health care

Qualifications

It is a pre-requisite for the following qualification:

- Bachelor of Nursing (or equivalent).

Specialisation

- Child and Maternal Health (Highly regarded)
- Immunisation (Mandatory)
- Venepuncture (Highly regarded)

Registration

The successful applicant must be AHPRA Registered as a Registered Nurse or a Nurse Practitioner

Employment Arrangements

This is a casual role with an offer for regular shifts based on the successful applicants availability. Payrate will be negotiated with the successful candidate based on qualifications and years of experience.

Performance and outcomes will be reviewed regularly. Your reporting lines may change from time to time at Galambila in accordance with operational requirements.

This appointment is subject to a satisfactory clearance for a police check and holding a Working with Children Check by the Office of the Children's Guardian (NSW).