

POSITION DESCRIPTION – REGISTERED NURSE

Vision

To foster a culture that takes a holistic approach to quality healthcare outcomes.

Mission

Alma Street Medical aims to provide quality, accessible primary healthcare for the whole family and strive towards continuous improvement of the physical and psychological well-being of any/all of our patients.

Our Practice Values

We strive to deliver a consistent, high standard of customer service to all our patients by adhering to the following five values:

- We are patient-focused
- We are dedicated and diligent in carrying out our duties
- We are professional, friendly, positive and approachable
- We focus on achieving the right outcomes
- We are committed to quality services and continuous improvement

Purpose of the Position

The Registered Nurse works within the scope of the Practice Policy and Procedures Manual, our Mission and Code of Conduct to direct nursing care utilising clinical skills, education and support to patients/clients and nursing staff to ensure the provision of best practice and quality patient care.

Reporting Line

The Registered Nurse oversees the duties of any Enrolled Nurses, assistants in nursing or nursing students and reports directly to the Practice Principal and Practice Manager.

Key Responsibilities

- Comply with the professional code of ethics in maintaining the rights, dignity, and safety of patients and the confidentiality of information.
- Comply with Practice policy and procedures regarding the planning, delivery and evaluation of patient care.
- Coordinate patient care with other nursing team members as required.
- Carry out patient assessment and treatment from a holistic perspective.
- Observe and monitor the health status of the patient and communicate changes to

senior nursing staff as appropriate.

- Liaise with patients and other healthcare professionals to ensure decisions relating to patient care are ethically based and in the interest of the patient.
- Assess the leaning needs of patients and their carers.
- Act as patient advocate ensuring the patients and carers are educated about their healthcare plan.
- Provide advice and assistance when training new staff members as required.
- Work with demonstrated organisation and flexibility to ensure duties are prioritised appropriately and completed within a timely manner.
- Triage patients according to the POPGUNS chart.
- Maintain legible, accurate, complete, dated and signed patient records in accordance with the Practice Policy and Procedures manual.
- Maintain confidentiality of medical records and other patient information.
- Ensure documentation regarding the patients' health care status is only recorded in the medical record.
- Provide timely reports of changes to a patient's health care status to the treating practitioner.
- Develop, evaluate and revise care plans and/or clinical pathways reflecting the changing status of the patient as appropriate.
- Maintain professional, respectful and effective communication with team members, external providers, patients and visitors.
- Empathise with patients by anticipating signs of anxiety; answering patients' questions; maintaining the reception area.
- Regularly check medical stock to determine inventory levels; anticipating needed supplies; sending stock order requests to the Practice Principal/Practice Manager; and verifying receipt of supplies.
- Assist patients in distress by responding to

emergencies.

- Protect patients' rights by maintaining confidentiality and privacy of personal and financial information.
- Maintain operations by following the policies and procedures of the Practice and reporting any requests for changes or improvements to the Practice Principal/Practice Manager.
- Contribute to team effort by accomplishing related results as needed.
- Adhere to the principles of Equal Employment Opportunity and Anti-Discrimination and Bullying and Harassment legislation.
- Adhere to Work Health and Safety standards by reporting any injuries, incidents, hazards or near misses to the Practice Manager.
- Any other ad-hoc tasks at the request of the Practice Principal/Practice Manager.

Minimum Requirements / Qualifications

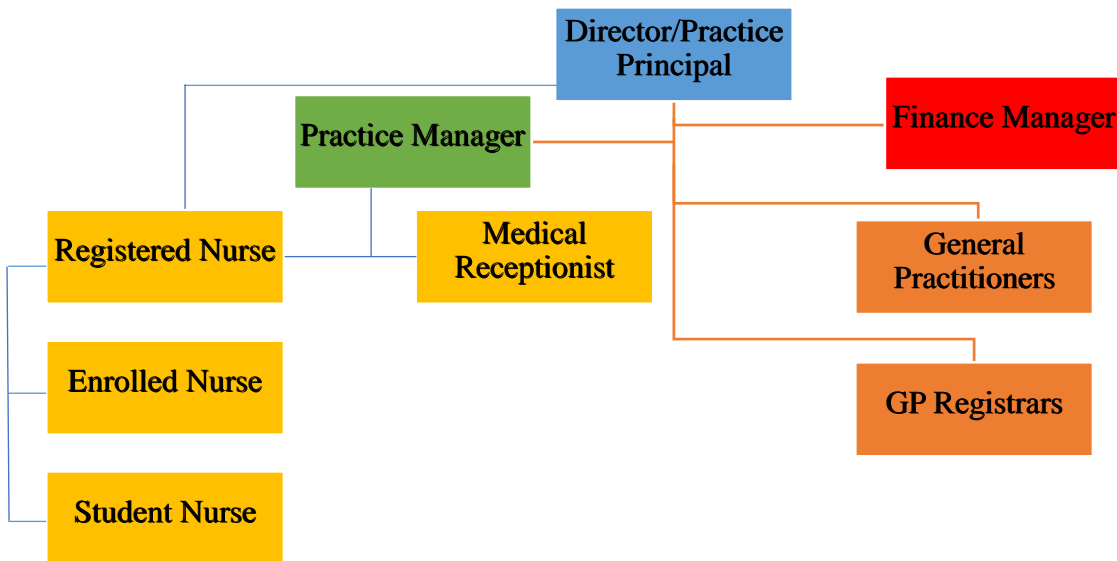
Diploma of Nursing.

Registration with Australian Health Practitioner's Regulation Agency with a current licence to practice as a Registered Nurse.

Selection Criteria

- Effective interpersonal skills, including written and verbal communication skills
- Demonstrated ability to work in a multidisciplinary health care team
- Demonstrated ability to deliver high quality patient care
- Demonstrated commitment to own professional development
- Demonstrated time management and organisational skills
- Demonstrated attention to detail, quality outcomes and professionalism
- Experience with medical software (Best Practice)

Organisational Structure



By signing this position description, I mutually agree to dedicate myself to perform the duties required of me as outlined above. I understand that if I choose not to perform the inherent requirements of this role, my employment with Alma Street Medical may be terminated in accordance with performance management and disciplinary action.

Name: _____

Date: ___/___/___

Signature: _____