

POSITION VACANT

Practice Nurse RN Level 1-3

Paying 20% above Nurses Award 2020 rates
\$41.14 - \$48.29 per hour depending on experience
Attractive NFP Salary Sacrifice Arrangements Available

Nunyara Aboriginal Health Service is an RACGP accredited service that provides culturally appropriate health care, health promotion and education programs for the Aboriginal community in Whyalla.

Nunyara is looking to engage an energetic and motivated person to fill our Practice Nurse position. Workdays and work hours are negotiable for the right candidate. Depending on the applicant's relevant qualifications and experience, the position duties may include:

- Delivering direct and comprehensive nursing care and individual case management to clients within the practice setting.
- Providing education orientated towards the promotion of health status improvement of clients and their families.
- Providing support, direction and education to AHW's and AHP's.
- Contribute to improving the management of chronic disease in the Whyalla community.
- Following culturally safe practices and utilising appropriate chronic disease self-management programs in conjunction with GP's and Health Workers.
- Contributing to increase immunisation rates for Aboriginal children across all age groups.
- Undertake Aboriginal Child and Adult Health Checks.

Applications are invited from highly motivated people who can demonstrate their ability to work within a team environment, but who are also proficient to assess health needs and provide direct clinical care within own area of clinical competence and qualifications.

Minimum requirements for the position/s:

- ❖ Registered with AHPRA
- ❖ Current First Aid Certificate
- ❖ A current 'cleared' Working with Children Check

A Full Job Description can be found at www.nunyara.org.au/vacancies

HOW DO I APPLY?

1. Fill out the Job Application Checklist and Questionnaire, this is available at www.nunyara.org.au/careers or by emailing reception@nunyara.org.au
2. Provide an up-to-date resume with 2 referees
3. Email your resume, the checklist and copies of relevant documentation to reception@nunyara.org.au

Further information can be obtained by emailing Dianne.schultz@nunyara.org.au or on 8649 9900.

Closing Date: 5.00pm Friday 29th September 2023
Applications will not be accepted after 5.00pm on the closing date

CHECKLIST FOR JOB APPLICATION

INSTRUCTIONS

1. Please type or write your responses in the shaded boxes
2. Attach proof of the essential documentation required
3. Desirable documentation may be attached also
4. Provide an up-to-date resume with 2 referees
5. Email all of the above to reception@nunyara.org.au or alternatively drop a printed copy to Nunyara administration building at 17-27 Tully Street, Whyalla Stuart SA 5608

CHECKLIST AND QUESTIONNAIRE

POSITION APPLYING FOR: Practice Nurse

1. Answer the following questions:

a) Why do you want to work for Nunyara?

b) What skills and experience could you bring to our organisation?

2. Essential documentation to be provided:

- 'Cleared' Working with Children Check** - Visit www.screening.dcsi.sa.gov.au for info
- AHPRA Registration** – Current non expired
- Resume** - Which includes the contact details for 2 referees.
- First Aid Certificate** – Or equivalent

3. Desirable documentation to be provided

- Certificate of attendance for Child Safe Environments for Children and Young People
- Cultural Awareness Training Certificate
- Copies of any relevant qualifications or professional registrations
- Driver's Licence
- Immunisation History Statement

JOB AND PERSON SPECIFICATION

Position Summary

Title Position	Practice Nurse
FTE	Negotiable upon successful interview
Classification Code	RN1 – RN3 negotiable/dependent on qualifications & experience
Position Created	August 2023
Review Date	August 2024
Responsible To	Accountable to the Clinical Coordinator

Performance Monitoring

The incumbent is required to participate in the organisations Performance Development and Review processes. These include reviews of employee’s performance against the responsibilities and performance outcome measures associated with the position. Additionally, regular ‘Super Yarn’s’ will be held for the purpose of collaboration, two-way feedback, opportunities and support.

Last PDR Date

Next PDR Date Probationary review within 3 months of appointment

Qualifications

Essential	<ul style="list-style-type: none"> • A SA Drivers Licence and willingness to drive • Registered with the Australian Health Practitioner Regulation Agency (AHPRA) and holds a current practicing certificate • Applicant must have a ‘cleared’ Working with Children’s Check, be willing to submit to a National Police Check, and provide evidence of vaccination / immunisation history.
Special Conditions	<ul style="list-style-type: none"> • Some Intra/Interstate travel may be required necessitating overnight absences and out of hours work. • The incumbent will be required to strictly observe the confidentiality of information received and given.
Award	<ul style="list-style-type: none"> • Nurses Award 2020
Salary	<ul style="list-style-type: none"> • 20% above award rate
Benefits	<ul style="list-style-type: none"> • Not-for-Profit salary sacrifice options available

JOB AND PERSON SPECIFICATION APPROVAL



Date: August 2023

CEO

Nunyarra Aboriginal Health Service Inc

POSITION INFORMATION DOCUMENT

Level Characteristics

- Accept professional responsibility for standards of the work undertaken
- Perform duties according to own level of competence
- Provide pivotal co-ordination of patient care
- Clinical support and oversight of Aboriginal Health Workers (AHW's), and Aboriginal Health Practitioners (AHP's).

It is desirable that staff at this grade have Aboriginal and/or Torres Strait Islander knowledge and cultural skills—level 1 which means:

- a) an understanding, awareness and sensitivity to Aboriginal and/or Torres Strait Islander culture and lore, kinship and skin relationships, local cultural values, the ability to conduct oneself in a culturally appropriate manner and an understanding that Aboriginal and/or Torres Strait Islander culture is not homogenous throughout Australia;
- b) where relevant, a knowledge of one or more relevant Australian Aboriginal and/or Torres Strait Islander language groups.
- c) an ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal and/or Torres Strait Islander participants through knowledge of the relevant Australian Aboriginal and/or Torres Strait Islander community, the ability to effectively communicate with Aboriginal and/or Torres Strait Islander people, and a knowledge of cultural conventions and appropriate behaviour;
- d) an awareness of the history and role of Aboriginal and/or Torres Strait Islander organisations in the relevant region, an understanding of the organisations and their goals and the environment in which the organisations operate.
- e) the ability to function effectively at work in an Aboriginal and/or Torres Strait Islander organisation.
- f) an understanding and/or awareness of the concepts of Aboriginal and/or Torres Strait Islander self-determination and Aboriginal and/or Torres Strait Islander identity.

Position Summary

The successful applicant will have a strong commitment in working with Aboriginal and Torres Strait Islander communities and as a member of a multi-disciplinary team, apply primary health care principles and health promotion services to address the health needs of the Whyalla community. The incumbent will be required to work collaboratively with Medical Officers, Aboriginal Health Practitioners and Workers and other health staff to provide comprehensive primary health care and provide patient health information and education and public health screening. The incumbent will treat acute illness and chronic medical conditions, and manage computerised recalls and patient follow-up care, undertake child health monitoring and immunisations, assessment and referral of social welfare issues and day to day administration of clinical activities.

Position Characteristics

The Practice Nurse is required to perform general nursing duties which include, but are not confined to:

- Delivering direct and comprehensive nursing care and individual case management to clients within the practice setting.
- Coordinating services, including those of other disciplines or agencies, to individual clients of the health service.
- Providing education orientated towards the promotion of health status improvement of clients and their families.
- Providing support, direction and education to newer or less experienced staff, including AHW's and AHP's.
- Accepting accountability for the employee's own standards of nursing care and service delivery.
- Participating in research and policy development.
- Contribute to improving the management of chronic disease in the Whyalla community.
- Supporting AHW's and AHP's to develop, undertake and co-ordinate care plans.
- Follow culturally safe practices utilising appropriate chronic disease self-management programs in conjunction with GP's and Health Workers.
- Contributing to increase immunisation rates for Aboriginal children across all age groups.
- Undertake Aboriginal Child and Adult Health Checks.
- Contribute to implementing Continuous Quality Improvement (CQI) practice methods.
- Build and maintain working relationships with other government and community agencies as required.

Organisation

Supervisor reports to:	Chief Executive Officer
Supervisor's position:	Clinical Coordinator
Staff Supervised:	Assist students / trainees / health workers (clinical supervision only within own scope of practice)

Other positions within the Organisation

CEO	Special Clinical Projects Coordinator
Practice Co-ordinator	Clinical Co-ordinator
Admin and Finance Co-ordinator	Aboriginal Health Practitioners
Reception and Admin Officers	Aboriginal Health Workers
Transport Officers	Chronic Care Coordinator
Community Engagement Co-Ordinator	Visiting Specialist and Patient Journey Coordinator
Integrated Care Team Co-Ordinator	General Practitioners
Integrated Care Workers	Registered Nurses
Support Coordinator	Visiting specialists & Health Professionals incl:
Regional Integrated Care Co-Ordinator	Audiology; Optometrist; Podiatrist
IT Support Officer	Endocrinologist, Paediatrician
Quality & CQI Co-Ordinator	Diabetes Educator; Dietician
Special Admin Projects Co-Ordinator	Respiratory Physician and Nurse

SCOPE OF WORK

1. Teamwork and communication:

- Effective promotion of the role to other health professionals, participants, and community
- Promotion of other services offered by Nunyara
- Maintain positive working relationships with other team members and visiting professionals
- Contribute to various committees and meetings on an organisational level
- Demonstrate the ability for problem solving and communicating with people from a diverse range of backgrounds
- Delivery of culturally sensitive services for Aboriginal people through developing and maintaining close working relationships
- Contribute to the development of team goals
- Discuss and positively contribute to resolving conflict in the workplace
- Must have a good understanding of and be proficient in written & spoken English

2. Documentation and administration:

- Ensure that all documentation is accurate and completed in a professional and timely manner regarding participant privacy, security of participant records and confidentiality
- Maintain appropriate participant records and observe principles of participant confidentiality
- Demonstrate an ability to identify & report all health & safety risks, accidents, injuries, property damage and mishaps at the workplace utilising appropriate procedures
- Ensuring accurate time sheets are completed and submitted
- Ensure work schedule is accurately maintained
- Contribute to the development and maintenance of the policy and procedure manual for the position
- Assist with the security of the building, namely: building security, case notes, vehicle keys, mobile phones, and public amenities

3. Quality improvement - Demonstrate commitment to continuous quality improvement through the following:

- Contribute to the development of the Team by active participation in ongoing programs and quality improvement activities
- Participation in appropriate educational opportunities to enhance the skills required for the position and completion of all required mandatory training
- Participate in and contribute to work, health and safety activities to ensure a safe work environment for participants, staff and visitors
- Identifying and reporting all health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace

4. Personal and professional development

- Developing necessary knowledge and competencies through education / staff development / instruction, demonstrating appropriate progress requirements of education course(s).
- Practicing within own area of competence and qualification

- Developing and maintaining personal knowledge and competencies by participating in a range of performance appraisal and development activities
- Attend staff meetings and in-service programs
- Have an ability to work without direct supervision & to adopt a flexible approach to work routines
- Maintaining knowledge and skills relevant to the position through participation in and contribution to the facility staff development program. This includes attending mandatory training (i.e. First Aid Certificate, orientation to the organisation; WH&S; basic life support; Manual Handling and fire training)
- Informing Manager when tasks or responsibilities are outside competency.

5. Customer service:

Act in a professional manner at all times when dealing with internal & external participants and agencies by:

- Maintaining confidentiality and privacy at all times, whilst respecting the participants values & wishes unless over-ridden by mandatory reporting obligations
- Respecting the values and wishes of participants and encourage consumer participation in decisions that affect them
- Actively work to promote the organisation and colleagues in a positive manner both internally and externally
- Promoting positive and harmonious relationships between participants, relatives and staff
- Promote services that are culturally appropriate to the consumer
- Being responsive to telephone inquiries which includes the identification of self and facility / department
- Be aware of and respecting the need of colleagues
- Maintain a courteous, efficient & effective customer service both in person and by telephone
- Contributing towards two way understanding of a need to balance Aboriginal cultural requirements & Health Service needs by acting as a cultural broker between Aboriginal people & other health staff

6. Participates as an effective member of the Nunyara team by:

- using and promoting effective communication and interpersonal skills
- Participating in team meetings, staff meetings, and other health service meetings and committees as required
- utilising appropriate resources effectively and efficiently
- Providing support to other staff members as requested
- Providing various participant related tasks as appropriate and directed

GENERAL

Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:

- Complying with workplace policies and procedures
- Participating in all activities associated with the management of workplace health and safety including correctly utilising appropriate personal protective equipment and Identifying and reporting all health and safety risks, accidents, incidents, injuries, property damage and near misses in the workplace
- Comply with and have a working knowledge and understanding of Infection Control policies and procedures
- Promoting awareness and compliance with Equal Employment Opportunity principles
- Regularly participate in personal performance development reviews
- Comply with the Australian Privacy, which regulate the collection, use, disclosure, storage, and transfer of all personal patient/participant information
- Ensuring cultural sensitivity is maintained by attending and contributing to learning in diversity of cultural awareness and cross-cultural training, with a frequency to be determined as appropriate by the organisation
- All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks
- It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record.
- It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management.
- Contributing to the implementation of organisational strategic directions and participate in the development of action plans relevant to your area and experience.

This Position Description will be reviewed regularly, at least every 12 months, and when necessary during the course of the 12 months, by the Supervisor together with the incumbent. This regular review will ensure the Position Description is up to date and accurately reflects the duties carried out by the incumbent.

Please print name:

Date: / /

Occupant Full Name

Acknowledged by Occupant:

Signed

SELECTION CRITERIA

Essential Minimum Requirements [including qualifications, skills, experience and knowledge]

1. Registered with AHPRA and who holds, or who is eligible to hold a current practicing certificate.
2. Demonstrate a proven ability to build and maintain effective interpersonal relationships, including communication, presentation and negotiation skills with people from a diverse range of backgrounds, professions and organisations, particularly those people's representative of the local Whyalla Aboriginal community.
3. Demonstrated ability to work with Aboriginal communities and their leaders, to respond respectfully to different cultures, values and ways of doing business.
4. Understanding and commitment to the concepts of local Aboriginal community control philosophy and a proven ability to work successfully in a sensitive and culturally respectful manner.
5. Demonstrate a knowledge and understanding of the principles of Equal Employment legislation, Work Health and Safety legislation, Continuous Quality Improvement principles, and Universal precautions
6. Experience in data and information management including the use of computers and associated software and willingness to undertake training to use dedicated reporting tools
7. Demonstrated knowledge of chronic disease management principles and models of practice
8. Have a knowledge and understanding the principles of primary health care, community development and health promotion
9. Understanding and an awareness of the Aboriginal Health Worker/Practitioner role within a Primary Health Care service
10. Ability to develop and facilitate education programs and health screening clinics for Aboriginal people
11. Ability to work under limited supervision and within a team environment.

Desirable Characteristics (to distinguish between applicants who have met all essential requirements)

1. Knowledge and commitment to continuous quality improvement, risk management and accreditation principles
2. An understanding of the evolving role and associated complexities of the Nunyara Aboriginal Health Service Inc
3. An understanding of the advancement of the Aboriginal Health Practitioner role in the Primary Health Care setting

KEY PERFORMANCE INDICATORS

Summary

The Practice Nurse will use the Key Performance Indicator Section of this Job and Person Specification to continually assess their performance against the key tasks, and update and add to these indicators at regular intervals. The Key Performance Indicators are an integral element of measuring the achievements of the position and should be utilised as an ongoing tool in order to evaluate the position and service provided.

Key Responsibilities, Outcomes and Measures.

RESPONSIBILITIES / KEY TASKS	ACTION
Work collaboratively with Medical Officers, Aboriginal Health Workers and Practitioners and other health staff to provide comprehensive primary health care and provide patient health information, education and public health screening.	Completes routine bloods of client's prior to GP appointments, allowing more time for the provision of comprehensive care at the GP appointment.
	Completing GPMP&TCA in conjunction with GP by maintaining a thorough and comprehensive understanding of chronic disease management and referral pathways.
	Supervising the administering of immunisations by Aboriginal health practitioners and or providing immunisations, including COVID vaccinations to all Nunyara clients
	Completes health checks working 'alongside' Aboriginal Health Workers and Practitioners.
Provide pivotal co-ordination of patient care	Contributes expert knowledge and facilitates the patient journey through co-ordination of referral pathways as specified by GP. EG: the partial completion of GPMP & TCA and subsequent referrals.
Provide treatment of acute illness & chronic medical conditions as per organisational protocols, manage computerised recalls & patient follow-up care, undertake child health monitoring & immunisations, undertake patient assessment, manage referral of social welfare issues, be responsible for day to day administration of clinical activities.	Use PIMS recall structure for immunisation management.
	Supports recall management strategies for PIMS. Including for use with AHW / Ps.
	Uses a standardised form of documentation for all patient consultations. For example, 'SOAP', and encourage clinical staff to use for all clients seen at the service including prior to GP review.

RESPONSIBILITIES / KEY TASKS	ACTION
Maintain positive working relationships with other team members/ visiting professionals.	Provide assistance to visiting professionals to ensure their use of Communicare, including access and information on appropriate data entry to meet the NAHS requirements.
Supporting AHW's/AHP's to develop, undertake and co-ordinate care plans	Works with AHW / Ps towards targeted completion of Health Checks AND the completion of GPMP&TCAs for ALL clients with a chronic condition.
Contributing to increasing the immunisation rates for Aboriginal children across all age groups	Maintenance of Communicare recall management strategy regarding immunisations for clients attending NAHS
	Promotion and education to clients about importance of immunisation
(Contribute to) the Undertaking of Aboriginal Child and Adult Health Checks and Care plans	Ensure Policy and Procedure Manual states that each client is to see a clinician before the GP visit and that AHW / P are undertaking their roles within scope of practice to achieve this
Management and storage of Medications	Manage the storage of medications including the development and implementation of a Medication Management Policy that complies with best practice standards and legislation.