

Bulgarr Ngaru Medical Aboriginal Corporation

P.O. Box 1256, Grafton NSW 2460 131-133 Bacon Street, Grafton NSW 2460
Phone: 02 6643 2199 Fax: 02 6643 2202 Email: bulgarr@bigpond.com.au
ABN: 67 006 943 078 ICN: 1044



Job Title:	REGISTERED NURSE – GENERAL PRIMARY HEALTH CARE	Job Category:	
Award		Position Type:	full-time
Job Description			

Job Purpose:

Registered Nurse will take a proactive role to assist clients to address health issues in an holistic way at its Aboriginal community controlled Medical Service in Grafton. As an Aboriginal Medical Service we endeavour to take a proactive approach working with local communities to raise awareness of health issues and to develop and implement intervention strategies in the treatment of chronic conditions. The role requires a collaborative approach with the doctors and health workers to develop educational and intervention programs that address the contributory factors to wellness and empower clients to put in place a strategy that will improve their overall health and sense of wellbeing.

ORGANISATIONAL RELATIONSHIPS:

1. This position reports directly to the Practice Manager of Bulgarr Ngaru Medical Aboriginal Corporation.
2. Responsible to the Chief Executive Officer of Bulgarr Ngaru Medical Aboriginal Corporation and through him to the Board of Directors.

NATURE OF THE POSITION

The position is funded by the Department of Health & Ageing. The Nurse assists in the triage of patients, promoting and conducting Health Assessments and Care Plans for patients in consultation with the GP. You will provide health information to the patients and assist with minor procedures carried out in the clinic as well as attending patients with dressings and removal of sutures. You will be using a patient recall system to ensure that patients are recalled when eligible for additional health checks, PAP smears and care plans.

PRIMARY RESPONSIBILITIES:

1. Work within the treatment room and on outreach clinics taking and recording accurate clinical data prior to the client proceeding to the consultation with the doctor.
2. The role will take responsibility for patient recalls at the AMS, adhering to expected standards.
3. Work alongside the Medical Officers to ensure efficient and effective primary health care to clients of the AMS, outreach clinics and in clients' homes as may be necessary.
4. Implement treatment room protocols to ensure optimum infection control, quality primary health care and patient monitoring and immunisations.
5. Ensure compliance with Accreditation procedures regarding cold chain monitoring, drug cabinet and doctor's bag ordering and monitoring.

STATEMENT OF DUTIES:

Clinical – treatment room and outreach clinics

- In the treatment room work within the established Triage Policy guidelines, ensuring that patients have had their observations taken before attending the doctor.
- Conduct introductory interviews with new patients taking patient history where appropriate.
- Work with the doctors to follow up with clients referred by the doctors for example in the management of clients with chronic disease.
- Work with the Practice Nurse in monitoring recalls, (PAP, Immunisation, Asthma and Diabetes) to ensure that patient recalls match the PIP and SIP incentive guidelines, ensuring the service is eligible for Service Incentives and at the same time improve health outcomes for clients with chronic diseases.
- Work with the doctors to coordinate paper work etc for health assessments and care planning etc.
- Provide primary care in wound management, immunisation clinics, assist in procedures etc according to your clinical expertise
- Work with the Practice Nurse in infection control within the clinic ensuring the highest standards of cleanliness of treatment areas. Maintain the authenticity of the cold chain.

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- Order and restock medical supplies and outreach boxes.
- Ensure appropriate data is entered into the computerized record system.

Educational

- Provide the clinical lead to health workers and assisting in their upskilling as required.
- Provide a clinical component to health awareness programs for both communities and individuals as the need arises.
- Provide ongoing support and strategies that empower, strengthen and address health issues within the community. Research health related issues and develop strategies that may bring about changes in client behaviour with respect to health issues. For example Lifestyle education, nutrition, exercise etc.

Management

- Using Bulgarr's Action Plan develop a monthly work plan, provide accurate and timely monthly activity reports regarding services provided to management.
- Participate in a formal evaluation of programs delivered making recommendations for future initiatives.
- Input into the development of local health programs and policies.

Linkages

- Establish / maintain links with various programs and agencies to gain access for members of the Bulgarr community to the delivery of educational, support intervention or awareness programs related to health issues that chronically affect Aboriginal people.
- Attend and where appropriate input into meetings, conferences and training sessions that are relevant to your work.

Personal Development

- Model appropriate behaviour and promote a philosophy that encourages Aboriginal people to take positive action on health issues at a personal, family and community level.
- Maintain memberships of appropriate professional organisations.
- Continually evaluate your own performance in the role, suggesting improvements in service delivery where appropriate.
- Maintain and update current knowledge base, utilizing journal articles, resources and agencies as appropriate.

Requirements of the Position

1. Agree to undertake background checks as required by Bulgarr Ngaru Medical Aboriginal Corporation.
2. Familiarise, comply and abide with all Bulgarr Ngaru Medical Aboriginal Corporation Policies and Procedures.
3. Bulgarr Ngaru Medical Aboriginal Corporation believes that confidentiality, privacy and ethical behaviour are critical in the provision of professional health care. You must maintain Confidentiality with regard to patient's information. You will be required to sign a Confidentiality Agreement when you take up your position. Breaches in Confidentiality will not be tolerated. This confidentiality agreement remains in force while you are in your current position and after you leave the organisation.
4. Wear appropriate uniforms and identification at all times.
5. Participate in compulsory staff training, internal and external training to update and maintain your qualifications, knowledge and skills.
6. Maintain the highest professional standards when representing Bulgarr Ngaru. Communicate in a professional and positive manner about the organisation at all times.
7. A NSW Drivers Licence is essential for this position, a copy of the current licence is to be provided when you take up employment. Failure to keep that licence will impact on your ability to hold this position.
8. Establish, maintain and promote a friendly, welcoming, safe and culturally appropriate environment within the service and in any outreach clinics.
9. Keep adequate records about your activities in the position and the number of clients you service. Report to management as requested.
10. Be prepared to undertake any other duties within the scope of your skills and experience if requested by management.



Bulgarr Ngaru Aboriginal Medical Service is a smoke free environment.

Code of Conduct and Ethics

Comply with Bulgarr Ngaru MAC Staff Code of Conduct Policy.

Occupational Health & Safety Responsibilities

- Demonstrate commitment to OH&S through personal involvement.
- Do not put yourself or others at risk and cooperate with the employer.
- Follow the employer's reasonable instructions concerning health and safety in the workplace.
- Participate in OH&S education and training.
- Report any workplace hazards.
- Assist in the OH&S Risk Management process, by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Assist managers in establishing and monitoring OHS Consultation in the workplace.

Privacy Statement

The *Privacy and Personal Information Protection Act 1998* (PPIPA) and the *Health Records and Information Privacy Act 2002* (HRIPA) requires all staff/contractors and other health service providers who, in the course of their work, have access to personal information (PPIPA) or personal health information (HRIPA), to comply with the requirements of these Acts and the NSW Health Privacy Manual (PD2005_362).

It is the responsibility of all staff to ensure privacy of personal information by following BNMALC privacy and security procedures in relation to any personal information accessed during the course of their duties.

Selection Criteria

Please note this is not an Aboriginal Identified Position however Aboriginal people are encouraged to apply.

Essential:

- Registered Nurse with at least 3 years experience.
- Interest and experience in working with Aboriginal people and an understanding of the societal factors that influence Aboriginal health issues.
- Good organisational and time management skills.
- Ability to develop and follow a workplan and to work unsupervised
- Good communication skills with the ability to build a rapport with Aboriginal clients.
- Highly developed liaison skills with the proven ability to build good working relationships with service providers in the health field.
- Current driver's licence and Computer literacy.
- Able to work as part of a team multidisciplinary team in a community health environment.

Desirable

- Previous experience in an Aboriginal community controlled organisation or in General Practice
- Immunisation Certificate and /or Women's Health qualifications
- Knowledge of and experience with Practice Incentive and Service Incentive Payments including Health Assessments, Care Plans, Diabetes Cycles of Care and Asthma programs would be well regarded.

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Declaration

As the incumbent of this position, I have noted this Job Description and agree with the contents therein. I understand that other duties may be directed from time to time.

I also agree to strictly observe the Bulgarr Ngaru Medical Aboriginal Corporation policy on confidentiality of patient information or such sensitive information that I may come across in the course of my employment.

Employee:

Manager:

Name.....

Name:

Signature.....

Signature:

Date:

Date:

Developed:	November 2010	Approved by	
Revised		Last Updated By:	