

P o s i t i o n D e s c r i p t i o n ©

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Position Title

Registered Nurse Coordinator

Organisation (“the Practice”)

Northern Suburbs Medical Service – Mowbray Heights – Tasmania

Position Objective

To provide and co-ordinate nursing services for the practice.

Reporting

1. To the Practice Manager and Practice Principal as appropriate.
2. To any other authorised person(s) that the Practice Principal may direct from time to time.

Subordinate reporting

- All Enrolled Nurses (EN) report to this position
- The Cleaner reports to this position.
- Receptionists report on matters of triage & other relevant nursing-related matters

Essential functions:

1. Assist general medical practitioners in the practice to achieve a high standard of patient medical care by direct and delegated provision of nursing services, including any necessary administrative work required to achieve best-possible patient health outcomes.
2. Co-ordination of patient-related clinical services.
3. Assist the Practice Manager and Practice Principal in the management of human and material resources.
4. Help develop and implement health promotion programs, involving patient recall systems, in conjunction with the Practice Manager and under the supervision of the Practice Principal including but not limited to
 - a. Immunisation (childhood & adult)
 - b. Other accepted Preventative Health Assessments programs including Health Assessments, Men’s Health Checks, Diabetes

Assessments, Aged Care Health Assessments, 45-49yo Health Assessments, Home Medicine Reviews, and other Medicare-designated health assessments

- c. Chronic Disease Management (CDM) programs including preparation of draft plans and appropriate recall/assessment activities for General Practice Management Plans (GPMP) and associated Team Care Arrangements (TCA) and others as directed from time to time.
5. Ensure the continuation of the Practice's *Accreditation* status by assisting the Practice Principal, Practice Manager and Office Co-ordinator in both the Accreditation Process (triennial – next 2018) including annual review of the Policy & Procedure Manual and maintaining the standards established by The Royal Australian College of General Practitioners (RACGP or its future equivalent) in its publication *RACGP Standards for General Practice 4th 2010 and future Edition*.
 6. Develop, maintain and improve the Nurse Policy & Procedure Manual, with additions and amendments approved the Practice Principal.
 7. Help ensure that the practice meets the requirements of Medicare's *Practice Incentive Program* (PIP) and the *Practice Nurse Incentive Program* or their future equivalent in a range of designated areas including in particular the continuation of the *Child Immunisation Register* (achieving >90% immunisation status as a minimum requirement). .
 8. Ensure all nursing staff attend annual training and provide evidence of maintaining accreditation in CPR and Anaphylaxis, together with conducting the annual *Medication Management Appraisal* update of all nursing staff.
 9. Engage in the development, execution and maintenance of relevant cost-effective health promotion and education activities for patients of the practice with the approval of the Practice Principal.
 10. Prepare and coordinate nursing staff rosters in conjunction with the Practice Manager.
 11. Maintaining cost effective ordering of stock/medical consumables (imprest system)
 12. Monitor the training and education needs for nursing and recommend appropriate cost-effective training solution(s) that would suit.
 13. Provide direct clinical and administrative assistance for the
 - a. Monitoring of the *Outstanding Action List* and maintenance of the *Recall System*, refer the Practice Policy and Procedure Manual.
 - b. Maintenance of *Section 59E* permits for S8 drug prescribing including the use of the Recall System to ensure that permit requests are submitted to the Pharmaceutical Services Branch (Hobart) in timely manner.
 - c. Monitoring of the practice's *Anticoagulation Service*.

- d. Opiate Substitution Program (Methadone, Suboxone) which is a limited program at this Practice
 - e. Maintenance and promotion of the *Foot Clinic* with direct services normally expected to be provided by a suitably qualified and experienced practice nurse (current a practice EN)
 - f. Where directed assist in the acquisition of advanced skills for EN's for the Advanced EN qualification
 - g. Supervision of the Advanced Enrolled Nurses' delivery of intravenous therapy services and when requested deliver the Practice's intravenous therapy services (including Ferinject, Aclasta, Ceftriaxone, Fluid replacement)
 - h. Maintenance of the Employee Vaccination Program – status reviewed overall annually in January, and as soon as possible during the induction of new employees including medical practitioners, in conjunction with the Practice Principal
 - i. Coordination of rostering and educational experiences of medical and nursing students on placement from the University of Tasmania, in conjunction with the Practice Manger
 - j. Others as may be required from time to time.
14. Comply with Practice *Privacy Policy* and assist with its implementation.
15. Actively promote patient use of the practice web site www.nsms.com.au and practice brochures and related educational material.
16. Undertake any training as directed by the Practice Principal.
17. Conduct **nurse-based clinical services** as directed by the Practice Principal.

In relation to this provision, continue to maintain and develop the following

- Immunisation Clinic, including offsite vaccination programs
- Wound Care service
- Health Assessments
 - 45 to 49 Year Health Check
 - Men's Health Check
 - Coordinated Veteran's Care
 - Over 55 A&TSI Health Check
 - Over 75 Aged Care Health Assessment
- Intravenous therapy service

and being prepared to undertake any necessary training as directed by the Practice Principal.

Specific Tasks & Processes:

1. Provide clinical nursing services in the practice environment through:
 - a. Triage

- b. Assessment
 - c. Therapeutic care and treatment
 - d. Diagnostic services
 - e. Clinical data management
 - f. Ferinject (intravenous iron infusion)) when AEN unavailable
 - g. Aclasta (intravenous bisphosphonate infusion) when AEN unavailable
 - h. Zolodex implant/injection and similar products
 - i. Cryotherapy when directed
 - j. Application of simple plaster casts.
2. Coordinating patient services through:
 - a. ‘Networking’ with other service organisations
 - b. Integration of service delivery
 - c. Planning and management of care
 - d. Providing information and feedback between outside services, patients and practice doctors.
 - e. Patient advocacy where appropriate.
 3. Management of the clinical environment by assisting the practice to meet relevant standards and legislative requirements in:
 - a. Infection control.
 - b. Cold chain monitoring (vaccines)
 - c. Medical records management
 - d. In-Service education
 - e. Occupational health and safety (including specifically the maintenance, including annual updating, of an *Immunisation Record* for each staff member, the immunisation status of each staff member to be reported annually in January to the Practice Principal).
 - f. Accreditation.
 4. Promotion of patient, carer and community well-being through:
 - a. Health information
 - b. Education
 - c. Specific programs
 - d. Community development
 - e. Self care.
 5. Improving health outcomes by contributing to and enhancing the management and prevention of ill health through:

- a. Health screening
- b. Immunisation
- c. Recall
- d. Patient education
- e. Systems management
- f. Acute and chronic disease management
- g. General Practice Management Plans (GPMP) including preparation of the draft plan, as well as booking appointments with the doctor and logging the patient in the Recall System
- h. Team Care Arrangements (TCA) and Enhanced Primary Care referrals (EPC)

Skills:

1. Ability to provide patients with quality nursing care appropriate to general medical practice.
2. Ability to provide appropriate nursing administrative services.
3. Ability to provide education and training to relevant staff, and to act as a mentor when required.
4. Self-motivated with an ability to action specific tasks and processes without direct supervision
5. Ability to work efficiently under pressure with courtesy and tactfulness
6. Highly developed verbal communication skills
7. Ability to ethically apply the Practice's policies and procedures
8. A high standard of arithmetical and writing skills
9. A general ability to appropriately use computer productivity applications especially word-processing and simple tables and spreadsheets
10. A thorough understanding of medical terminology

Knowledge:

Skills sufficient to retain registration as a Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).

Will be required to undertake further training as directed by the Practice Principal to update skills which are relevant to the position.

Qualifications:

1. Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Nurse.
2. Degree in *Bachelor of Nursing* or a training equivalent considered suitable for the Practice.
3. *Immunisation Certificate* recognised in Tasmania (or willingness to obtain same at the earliest opportunity).

4. Cardio Pulmonary Resuscitation (CPR) Certificate issued by either St. John Ambulance or Red Cross including knowledge of the use of Automatic Cardiac Defibrillators.
5. Drivers license and access to a motor vehicle is normally required as a pre-requisite for this position

Technology:

Must be able to operate and to teach others to operate (where applicable):

- Automated sphygmomanometer
- Multi-function vital signs monitor
- ECG machine
- Spirometer (lung function testing) machine
- Audiometer machine
- Glucometer (blood glucose testing)
- Autoclave
- Vaccine-specific Refrigerator
- Automatic Defibrillator
- Pulse Oximeter
- Ambulatory Blood Pressure Monitor
- Carbon monoxide breath analyser
- Other medical equipment that may be acquired from time to time

Conversant with the following Computer applications;

- *Medical Director* clinical software
- *Natsoft* appointment and billing system
- *Word* word-processing application
- *Excel* spreadsheet application
- *Open Office applications (Microsoft Office alternative)*
- *Web based email applications*

Work Place:

- 278 Invermay Road, Mowbray Heights Tas 7248
- Other sites such as patients' homes or workplaces, or business work-sites, Aldersgate Village Newnham (residential aged care facility), for example, to conduct immunisation sessions.

Work Time & entitlements:

- The position is subject to an *Employment Agreement*.

- Refer to the Offer of Employment and the Terms and Conditions of Employment at Northern Suburbs Medical Service for specific entitlements relating to this position.
- All gazetted statutory public holidays apply.
- Long service leave according to the Tasmanian *Long Service Leave Act 1976*. [It is noted as at the date of this Position Description that Section 8 of the Act provides for entitlement of an employee of 8.66 weeks long service leave in respect of the first 10 years of continuous employment; and 4.33 weeks long service leave in respect of each additional 5 years of continuous employment; and to pro-rata leave after continuous employment for 7 years to an employee for reasons which include: attains the age for retirement, or whose employment is terminated on account of illness of such a nature as to justify the termination of that employment, or whose employment is terminated for any reason other than the serious and willful misconduct of the employee.]

Quality:

1. Demonstrates the ability to provide patients with quality nursing care.
2. To work as part of the team providing health care services to practice patients.
3. To maintain a high standard of professional ethical behavior at all times.
4. To comply with all reasonable lawful requests of the Practice Principal.
5. Have and maintain a standard of personal health and fitness which will meet the requirements of this Position Description (pre-employment medical examination may apply to this position).
6. Must be able to hear a normal conversation from six (6) meters.
7. Must be able to safely lift and carry weights (non-repetitively) up to and including 12 kilograms.
8. Must be able to see and read fine print and numbers equivalent to six (6) point font Times New Roman. This is six point font.

Controls:

1. Wear and maintain the Practice-provided uniform.
2. Exhibit a neat and tidy professional appearance at all times. Refer *Practice Policy & Procedure Manual* for the practice tattoos and body piercings policy.
3. Act in accordance with the
 - *Practice Policy & Procedure Manual* including Occupational Health & Safety aspects,
 - *Practice privacy policy*,
 - *Nurse Policy and Procedures Manual*, and
 - *Information Management & Information Technology Security Manual*.
4. Comply with the practice *Immunisation Policy* as amended from time to time (this requires nursing staff to be fully immunised to satisfy the occupational health and safety requirements of the position).
5. Employee must sign an *Employee Confidentially Agreement* (refer attachment, and as amended from time to time).

Accountability:

1. Immediate termination for theft of Practice property including cash, consumables including practice 'sample' and 'starter pack' medicines, and equipment.
2. Immediate termination for the illegal use of *Schedule 8 medication* (including 'opiate', 'narcotic', amphetamine stimulants, certain benzodiazepines).
3. Immediate standing-down from work on unpaid leave and receipt of a final warning for presentation at work under the influence of alcohol or illicit drugs.
 - Immediate termination will occur for presentation at work under the influence of alcohol or illicit drugs on a second occasion in any consecutive three month period.
 - Employee may be required to undergo alcohol breath testing and/or urinary drug screening on the day at the direction of the employer at the employer's expense
4. Immediate standing-down on paid personal leave for presentation at work when under a disabling influence of prescribed personal medication.
 - Employee will be required to provide evidence to the Practice Manager that the medication in question has been prescribed
 - Employee may be required to undergo urinary drug screening on the day at the direction of the employer at the employer's expense
5. Immediate termination for gross and material breach of the practice *Privacy Policy* (in particular the unauthorised inappropriate divulging or dissemination of confidential patient information to other persons or organisations).
6. Employee must provide an authorised *Copy of Convictions* statement ('police check') or its equivalent from Tasmania Police prior to interview or as soon as possible thereafter.
7. Successful applicants acknowledge that any prior breaches of the *Criminal Code* that have not been divulged to the Practice Principal represent grounds for termination of the employment agreement.
8. Failure to comply with reasonable and lawful directions of the Practice Principal and/or as set-down in the *Practice Policy and Procedure Manual* may result in a formal written warning. *Multiple* formal written warnings in any twelve month period could result in termination of employment

Evaluation:

Formal work appraisal annually or more frequently as specified.

NOTE – this Position Description is subject to ongoing review and reassessment.

ATTACHMENTS

NORTHERN SUBURBS MEDICAL SERVICE

EMPLOYEE CONFIDENTIALITY AGREEMENT

Employee's Name.....

Date commenced employment.....

As an employee of **Northern Suburbs Medical Service** of Mowbray Heights Tasmania (in this document called "the organisation") I agree that I will abide by the privacy policy, privacy legislation and privacy procedures which apply to the organisation. In particular:

a) I agree that I shall not, during my period of employment with the organisation, disclose or use any patient files, medical reports or confidential knowledge obtained through my employment with the organisation, other than to perform the usual duties of my employment:

i) As set out in the agreement to which I am party and which governs my employment in the organisation or

ii) Which my supervisor has specifically requested me to perform.

b) I acknowledge that I may be subject to disciplinary action, which may include *immediate termination of my employment*, if I commit any breach of the organisation's privacy policy or privacy legislation, whether intentionally or not.

c) I acknowledge that clauses (a) and (b) will continue to be binding on me even after the termination of my employment with the organisation, whatever the reason for the termination.

d) Upon cessation of my employment with the organisation for whatever reason, I will immediately deliver to the organisation all patient files, medical reports or other documents including computer files which are in my possession or under my control which in any way relate to the **business** of the organisation or its **patients** past or present.

Signed at LAUNCESTON onday of 2015

Employee.....

Witness.....

Policy & Procedure Manual - Occupational Health & Safety - 2018

STAFF IMMUNISATIONS

CONDITION	VACCINE	STATUS	NOTES
Hepatitis B	Hepatitis B (Energix)	MANDATORY for all staff (medical, nursing, administrative)	Ten-year booster or consider immunity check with blood test
Influenza (seasonal)	Influenza (Fluvax)	MANDATORY for all staff	Annual update required
Influenza (pandemic e.g. swine H1N1)	Influenza - pandemic	MANDATORY for all staff (when pandemic strains are circulating)	Update required according to health authority guidelines
Pertussis (whooping-cough)	Boostrix, Adacel	MANDATORY in adults who are not considered immune to pertussis (also boosts tetanus & diphtheria immunity)	Use for protection against pertussis in persons >10 years old
Measles, Mumps, Rubella	MMR II combined	MANDATORY for all staff (medical, nursing, administrative)	Refer current vaccination schedule
Tetanus/ Diphtheria	ADT combined.	CONSIDERED ESSENTIAL for all staff (medical, nursing, administrative) – but refer note above re Boostrix vaccine	Consider ten-year booster
Meningitis (meningococcal)	Nies-VaxC, Meningotec	CONSIDERED ESSENTIAL for all staff	Uncertain; possible ten-year or more booster required
Hepatitis A	Hepatitis A (Twinrix – combination Hepatitis A & B)	HIGHLY RECOMMENDED for all staff (but available as a combined injection with Hepatitis B)	Ten-year booster or check with blood test
Chicken-pox	Varicella (Varilrix)	All staff should CONSIDER if uncertain re past infection	
Pneumococcal infection	Pneumovax	CONSIDER according to individual circumstances i.e. over 65 or smoker	

NOTES

- All vaccines administered under this policy will be paid for by the Practice.
- Administration of vaccines to any staff member must be subject to normal and expected review and consideration by a registered medical practitioner in conjunction with a certified Nurse Immuniser.
- Blood testing may be required to confirm immunity to any specific vaccine-preventable disease
- This Table was accurate at the date of publication of this Manual but is subject to continuous review and updating and requirements may change after a person has commenced employment