

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: COMMUNITY HEALTH NURSE - MEDICAL PRACTICE

Name:		PO Box 1121 Bendigo Central Victoria 3552
Position number:		
Award/Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020	Central Site: Ph: (03) 5448 1600 Fax: (03) 5441 4200
Classification:	Enrolled Nurse - dependent upon qualifications and experience	Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5441 4200
Site:	Eaglehawk site however the position may work from any Bendigo based BCHS site as negotiated	Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5441 4200
Hours per fortnight:	76.0 hours per fortnight	Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101
Tenure:	Ongoing	
Position description developed:	September 2018	
Responsible to:	Director - Primary Health Care Services	

1. Position Role

The role of the position is:

1. Provide clinical nursing services within the Community Medical Practice.
2. Assist, as directed, in the development of patient care plans, health assessments and the implementation of other Commonwealth health initiatives.
3. Assist with the integration of health promotion and the social model of health at Bendigo Community Health Services (BCHS).
4. Provide community and practice nursing services in support of the Primary Health Care Services team.

2. Position Responsibilities

The responsibilities of the position are:

1. Provide clinical nursing services within the Community Medical Practice and in support of the broader Primary Health Care Services Team.
2. Undertake health assessments and contribute to other care team arrangements for consumers of BCHS in collaboration with the chronic disease management staff.
3. Liaise with other key organisations, networks and working groups as required and determined to be appropriate.
4. Assist the organisation with data collection and research initiatives as required.
5. Provide nursing clinical services in areas specific to the role of a Medical Practice Nurse.

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3. The Role of the Team

This position sits within the Primary Health Care Services team. The primary focus of the role is to provide comprehensive specialist nursing services to patients and consumers and lead coordinated care and referral pathways internally and externally across a range multidisciplinary services.

4. Key Selection Criteria

4.1 Essential

1. Current nursing registration with the Australian Health Practitioner Regulation Agency (AHPRA)
2. The ability to provide comprehensive and coordinated nursing services in a general practice setting.
3. Demonstrated contemporary knowledge and skills in medications, wound management, asthma, diabetes and chronic disease management according to qualification competencies.
4. Demonstrated ability to work as a member of multidisciplinary team with highly developed communication skills.
5. The ability to provide sensitive practice in response to consumer diversity.
6. A Current Victorian Driver Licence.
7. A current Working with Children Check.

4.2 Desirable

1. Experience in an office or reception environment with medium to high level knowledge of Microsoft Office and data input functionality.
2. The ability to build and develop positive relationships with both internal and external consumers.
3. The ability to confidentially maintain accurate records in accordance with BCHS procedures.

5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

6. Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

6.1 Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

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6.2 Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

6.3 Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks including clinical documentation relevant to the position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard and is produced to an appropriate professional standard.

6.4 Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative where appropriate.
- Evidence continued professional development in clinical and associated skills that contribute to best practice outcomes for consumers/patients and the organisation.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

6.5 Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide service delivery according to expected professional standards of best practice in clinical skills, meet defined targets and deliver excellent customer relations at all times.
- Demonstrate positive outcomes for consumers/staff through your intervention.
- Show evidence of an integrated service delivery approach for consumers.
- Demonstrate high level skills in all forms of communication and in administrative functions pertinent to the role.
- Work within a team environment and offer suggestions for where improvements may be appropriate for improved outcomes of service for BCHS consumers.

6.6 Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

6.7 Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

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7. Other Essential Requirements

Staff will:

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

BCHS believes that “Quality is everyone’s business, safety is my responsibility”

Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Callum Wright
Executive Director

Date:/...../.....

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Agreed: Community Health Nurse - Medical Practice

Date:/...../.....