



**MAARI MA HEALTH  
ABORIGINAL CORPORATION**

*Improving Aboriginal health and closing the gap*

**POSITION DESCRIPTION**

Position Title	Practice Nurse
Employment Type	As per employment contract
Team	Community & Clinic - Primary Health Care Service
Location	Broken Hill
Classification	Maari Ma Health Enterprise Agreement – Registered Nurse
Date	August 2017

**About Our Organisation:**

Maari Ma Health is an Aboriginal community controlled health service, led and governed by an all Aboriginal Board of Directors. Our values are community, compassion, culture, empowerment, quality and respect.

We work to improve the health and well-being of Aboriginal people, families and communities. We do this through:

- Healthy Start and Keeping Well programs of the Chronic Disease Strategy focussing on prevention, early intervention and care plan management.
- Social and Community Programs to promote individual and community wellbeing, supporting young people to enjoy life, realise their potential and be all they can be.
- Joining research projects about community safety, chronic disease and quality outcomes.
- Working in partnerships with other organisations in our region such as Far West Local Health District and Western Primary Health Network.
- Facilitating services that improve the care provided to Aboriginal people with a chronic disease across western and far west NSW through the Commonwealth Government's Integrated Team Care program.

Maari Ma has a Regional Primary Health Care Service with a multidisciplinary general practice in Broken Hill and delivers services and programs collaboratively with local health service staff in communities within the Far West region of New South Wales (Wilcannia, Menindee and Ivanhoe). Our service approaches are grounded in the Aboriginal concept of health which takes a holistic view incorporating the physical, social, emotional and cultural well-being of individuals, their families and their communities.

**Purpose of the Position:**

The Practice Nurse is responsible for coordinating and assisting in a wide variety of treatments and care activities using a patient-centred approach. These include care planning and coordination, health assessments, wound care, chronic disease care, vaccinations, procedural operations and triage.

**Reporting/Working Relationships:**

- This position reports to the Manager, Clinic & Community.
- This position works closely with Aboriginal Health Practitioners, General Practitioners and visiting specialist staff.

**Employment Conditions:**

- Continued employment is subject to ongoing funding.
- Terms and conditions as outlined in the Maari Ma Health Aboriginal Corporation Enterprise Agreement.
- Appointment and continued employment is subject to a satisfactory National Police History Check and NSW Working with Children Check.
- Current Driver's License and willing to drive in the course of work activities.
- Maintenance of professional registration with AHPRA.

<b>Key Responsibilities</b>	
<b>General Client Care Coordination</b>	<ul style="list-style-type: none"> <li>• Become familiar with the Maari Ma Chronic Disease Strategy and promote the principles in everyday work as they apply to Primary Health.</li> <li>• Be guided by Indigenous staff in developing and implementing strategies to most effectively access the clients to deliver quality clinical services.</li> <li>• Work with Aboriginal Health Practitioners to ensure pre-clinic screening is completed for clients.</li> <li>• Provide comprehensive assessment, health care, planning, monitoring and review in accordance with the client's wishes, Maari Ma policies and evidence based best practice.</li> <li>• Attend to all general nursing duties, including medications, wound management, vital signs, case management.</li> <li>• Facilitate the vaccination program by administering vaccinations, performing maintenance checks of vaccine fridge, maintaining records for cold chain and vaccine usage, stock control and driving a recall program for adult immunisation.</li> <li>• Maintain the consultation and procedure rooms (including control stock of medical supplies, drugs, including controlled drugs, and gases; replenishing stock in each room daily and ensuring routine maintenance and repair of equipment.</li> <li>• Build relationships with the client and their family which promotes partnerships in care and client participation.</li> <li>• Contribute to the maintenance of a current population list and identification of target groups.</li> <li>• Preceptor trainee Aboriginal Health Practitioners and student nurses on placement.</li> <li>• Actively practice 'both ways learning' by supporting Aboriginal staff to develop competencies and appropriate skills, while being supported to develop an understanding of ways of working with Aboriginal clients and the local Aboriginal community.</li> </ul>

<p><b>Health Checks</b></p>	<ul style="list-style-type: none"> <li>• Recruit clients for comprehensive health checks including child health checks, adult health checks, aged person's health checks and women's health checks.</li> <li>• Complete vascular disease checks.</li> <li>• Negotiate the completion of the checks with the client/family, which may include multiple visits and/or home visits.</li> <li>• Liaise with GP's regarding outcome of checks and report any abnormal or high risk findings.</li> <li>• Develop competency in conducting ATSI Health Assessments.</li> <li>• Collaborate with Healthy Start and other members of Clinic &amp; Community team and direct clients to them who are due for checks.</li> </ul>
<p><b>GP Support</b></p>	<ul style="list-style-type: none"> <li>• Prepare for, assist with and clean up after procedures performed.</li> <li>• Maintain equipment required for common procedures.</li> <li>• Perform dressings, injections, blood sugar levels, blood pressures, ECGs, spirometry and collecting specimens for pathology.</li> <li>• Confer with the GPs in the management of complex wounds.</li> <li>• Perform pre-medical measurements (height, weight, visual acuity) for clients seeking medical examinations for employment, insurance etc.</li> <li>• Perform the collection of pathology samples including venepuncture.</li> <li>• Perform tolerance testing as required (such as glucose tolerance testing).</li> <li>• Follow up clients as per GPs' direction.</li> <li>• Contact clients requiring follow up on pathology.</li> </ul>
<p><b>Administration Activities</b></p>	<ul style="list-style-type: none"> <li>• Ensure an understanding of the Medicare environment and submit claims for relevant services in a timely manner.</li> <li>• Ensure accurate and timely entry of patient progress notes, data and statistics for reporting purposes.</li> <li>• Ensure the secure management of data, client and organisational confidential information and compliance with privacy policies and legislation.</li> </ul>
<p><b>Team &amp; Organisational Activities</b></p>	<ul style="list-style-type: none"> <li>• Actively participate in clinical review meetings to improve best practice care.</li> <li>• Actively and regularly participate in team planning activities and team meetings.</li> <li>• Actively develop and maintain effective internal and external networks in a professional manner.</li> <li>• Work collaboratively with and support other Maari Ma colleagues where required.</li> <li>• Contribute to and support positive team morale.</li> </ul>

<p><b>Team &amp; Organisational Activities (cont.)</b></p>	<ul style="list-style-type: none"> <li>• Participate in and support a culture of continuous quality improvement activities, including accreditation.</li> <li>• Participate in working groups, committees and organisational activities where requested.</li> <li>• Participate in Maari Ma Health functions and community promotional activities.</li> <li>• Appreciate, respect and value differences within the team and within Maari Ma.</li> <li>• Promote and present a positive image of Maari Ma to other staff, clients and the community in general.</li> </ul>
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**Qualifications, Skills, Experience and Knowledge**

**Selection Criteria - Essential**

- Currently registered with, or eligible to be registered with Australian Health Practitioner Registration Agency (AHPRA) as a Registered Nurse.
- Have, or be prepared to actively pursue authorisation as an immunisation provider in New South Wales.
- Ability to work with Aboriginal staff and communities in a way that fosters mutual respect.
- Demonstrated understanding of and commitment to the principles of primary health care and how they apply to the prevention and management of chronic disease.
- Ability to work within a dynamic multidisciplinary team to establish systems and protocols for the effective running of the acute clinic and integrating it with all other areas of the Primary Health Care Service.
- Computing skills relevant to the position and competent in the use of information and communication technology including Microsoft Word, email and internet applications and the ability to quickly acquire skills in other applications.

**Selection Criteria - Desirable**

- Experience in working with Aboriginal clients and communities.
- Experience in a primary health care setting.

**Compliance Responsibilities – All Staff**

**Professional Development/Performance Review/Feedback**

- Participate in learning and development activities to maintain professional knowledge, clinical competencies and skills.
- Participate in performance reviews, feedback and information sharing discussions in relation to job satisfaction and communication, continuous improvement, learning and development, innovation, and improving performance.

**Workplace Health and Safety**

- **Arrive Safe, Work Safe and Go Home Safe.**
- Make sure you keep your safety and others safety in mind at all times.

- If you notice someone doing something unsafe – care enough about them to ask them to stop or find a safer way.
- If you notice something that is a potential risk or hazard to your safety or others safety – report it.
- Watch out for spills, things in the way of people, and/or equipment that isn't working.
- If you need equipment to do your job safely – make sure you use it. It's there to keep you safe.
- If equipment isn't working properly – tell everyone around you (a sign is often good) and then tell us so we can fix it.
- If you are involved in an incident or are injured tell us straight away.

### **Modelling Healthy Workplace Behaviour**

Maari Ma has a Smoke Free Workplace Policy and a Workplace Nutrition Policy. All staff have a responsibility to model healthy behaviour and lifestyle at work.

### **Immunisation Status**

This position is Category A – employees who have contact with clients or contact with blood, body substances or infectious material.

### **Other Responsibilities**

- Behave in a manner consistent with personal and professional workplace standards outlined in the Code of Conduct, human resource policies (including Equal Opportunity, Workplace Bullying and Discrimination & Harassment Policies) and other relevant legislation.
- Abide by the policies and procedures of Maari Ma. These policies and procedures are subject to change and it is the responsibility of each staff member to maintain an awareness and understanding of all policies and procedures.
- Co-operate with the requirements of the Occupational Screening and Vaccination against Infectious Diseases Policy or, where you elect not to comply, confirm in writing your non-participation and understanding of the risks of non-participation.
- Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with employees as required, and within the scope of skills, experience, knowledge and competencies.

### **Employee Statement**

I have read and understood the information contained in this Position Description.

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Name

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Signature

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Date