

<b>NGANAMPA HEALTH COUNCIL INC. POSITION DESCRIPTION</b>
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<b>Position Title</b>	Community Health Nurse
<b>Location</b>	Anangu Pitjantjatjara Yankunytjatjara Lands, South Australia
<b>Classification</b>	Nganampa Health Council (Community Health Nursing Staff) Award 2010
<b>Responsible to</b>	Medical Director Clinical Services Manager

<b>KEY RESPONSIBILITIES</b>
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- To work under the direction of the Clinical Services Manager to undertake duties as required
- Subject to supervision of the Medical Officer in matters of medical management
- To function as agents of primary and preventative health care, as a member of a multi-disciplinary health team

<b>JOB DUTIES</b>
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**Primary/Clinical Health**

- Work as a member of a multidisciplinary health team and in conjunction with other members
- Deliver primary health care
- Involve Anangu Health Workers in all aspect of health care delivery
- Treatment of acute illness
- Treatment and monitoring of chronic medical conditions
- General medicine
- Antenatal and post natal care
- Immunisation
- Provision of inpatient care as required
- Collection and transfer of diagnostic specimens
- Notification of notifiable diseases
- Patient health education
- Assessment and referral of social welfare issues
- Day to day administration of clinical activities
- Infection Control – maintain NHMRC and NHC Infection control standards



- Ordering and monitoring of drugs and medical supplies
- Ordering of non-medical supplies eg: office and cleaning supplies
- Patient evacuation, referral and transfer arrangements
- Maintenance of up to date medical records
- Upkeep of general clinic environment
- Maintenance of general communication with staff, clients and relevant agencies.
- After hours emergency health care.

### **Use Standard Nganampa Health Council Policies and Procedures**

- Follow treatment protocols in the *CARPA* Standard Treatment Manual, the *Women's Business Manual* and NHC protocols and assist with the update of this manual as appropriate
- Order drugs according to standard Drug Imprest system and to assist with the update of this list as required
- Order and administer Schedule 4 & 8 Drugs according to Nganampa Health Council Drug protocols
- Comply with all Occupational Health Safety and Welfare policies and procedures and promote safe work practices and a safe workplace.

### **Public Health**

- Data collection in conjunction with members of a multi-disciplinary team, collect statistical morbidity and mortality data for NHC Internal Evaluations and Health Reports
- Assist with the Population Census update
- Assist with surveys related to Substance Abuse

### **Public Health Screening**

- STI - HIV/AIDS
- Hepatitis A & B & C
- Child health checks
- Infant development and growth monitoring
- Annual adult health screening for the early detection and intervention of chronic illness
- Women's Screening
- Men's Screening

### **Public Health Surveying and Programs, in conjunction with UPK team**

- Dog Program
- Nutrition
- Waste Removal
- Working Facilities

### **Education and Screening**



- General education support and training for Anangu Health Workers
- Assist in facilitating the education of Anangu Health Workers through clinical experience
- General community education and the promotion of health and prevention of illness
- Assist in the delivery of key health and sexual safety messages to Young Anangu males and females

#### **Other**

- Assist with the orientation of nursing staff including locum nursing staff.

<b>SELECTION CRITERIA</b>
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#### **Essential Minimum Requirements**

- General Nurse Certificate and hold a current *Australian Health Practitioner Regulation Agency (AHPRA) – Nursing and Midwifery Board of Australia (NMBA)* Practicing Certificate
- Current MANUAL Drivers Licence
- Eligible for registration with the *Australian Health Practitioner Regulation Agency* A minimum of three years full time broad based nursing experience demonstrating a sound professional background and ability to self-manage.
- Understanding of issues affecting Aboriginal health, principles of Primary Health Care and relevant legislation governing work practice.

#### **Personal Skills Abilities**

- Ability to work as part of a multi-disciplinary health team with Anangu and other staff
- Ability to work cross culturally
- Ability to communicate effectively
- Ability to work under Aboriginal management and control
- Ability to be adaptable and flexible
- Ability to develop Pitjantjatjara language skills
- A commitment to the transfer of health skills to Anangu Health Workers and clients

#### **Desirable Requirements**

- Background in clinical acute medicine and A&E is important
- Diverse clinical experience desirable – paediatrics, mental health, men's and women's health
- Previous experience in remote Aboriginal health care delivery
- Previous community health experience



## TERMS AND CONDITIONS OF EMPLOYMENT

- Some travel and out of hours work is required.
- Housing is allocated per nursing position. Nurses are required to vacate their house for locum nurses for the duration of their leave – recreation, annual and study.
- New appointments are to be reviewed after first six months of service before fulltime status is granted.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

