

Position Description Practice Nurse

"Where mental wellbeing thrives"

Position Details

Position Title:	Practice Nurse
Position Level:	Registered Nurse Level 2
Agreement:	Nurses Award 2020
Employment Type:	In accordance with letter of offer
Hours of Work:	In accordance with letter of offer

Position Summary

Working within a multi-disciplinary team, the Practice Nurse holds a key role within the headspace centre. The Practice Nurse works in accordance with National Practice Standards for Nurses in General Practice 2014 and responsible for the development and delivery of administrative and clinical support in the centre(s).

The Practice Nurse will directly assist in the provision of sexual, reproductive, vaccine and general health follow up as required for young people accessing the headspace centre(s). It is also expected that the position will provide complementary health promotion and health education activities for young people accessing the centre and in an external setting, if required.

The position will also contribute to achieving and maintaining accreditation for the primary health clinical practice for headspace centre(s), including development of audit tools, policies and relevant documents associated with the accreditation criteria.

About Flourish Australia

Our name reflects our fundamental and enduring commitment to people's mental health and wellbeing, supporting people to thrive and live a contributing life.

Vision

Flourish Australia's vision is creating communities where everyone's mental health and wellbeing flourishes.

Purpose

Our purpose is supporting people to flourish, believe in their future and their place in the community.

Values

Flourish Australia values are hope, inclusion, partnership, diversity, integrity, respect and trust.

Relationships and Authority

Reports to:	Clinical and Operations Manager
Direct reports:	Nil

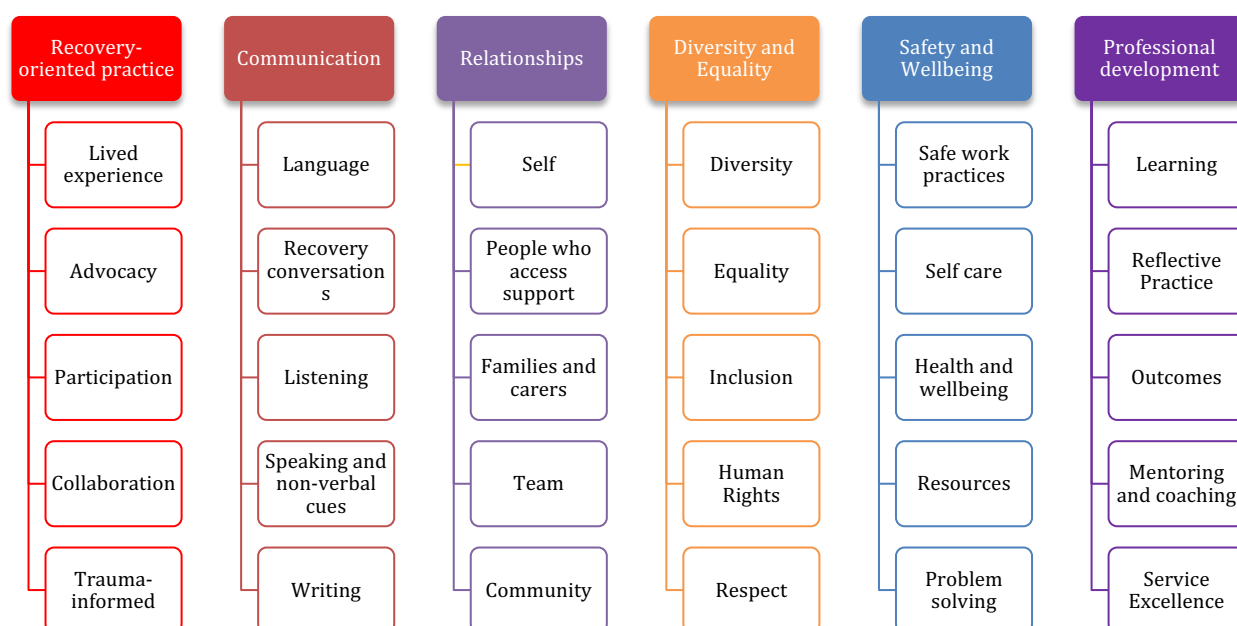
Organisational Accountabilities

- Abide by all Flourish Australia procedures and policies.
- Actively ensure the health, safety and wellbeing of yourself and others at work in accordance with your delegated authority and in accordance with the Work Health and Safety Act 2011.

- Understand and abide by the Flourish Australia Code of Conduct and Ethics, and maintain a professional level of behaviour and conduct in the workplace at all times.
- Be responsible for engaging in discussion about and helping to create and sustain a culture of continuous quality improvement.
- Complete all mandatory training.
- Commit to the detection and prevention of fraud.
- Identify possible organisational risks and adhere to the Risk Management Framework.
- Work to support and promote the vision, mission, and values of Flourish Australia.

Key capabilities

Flourish Australia's Capability Framework enables staff to develop their career with Flourish Australia. The Capability Framework consists of six core Capability Domains, which are core to the work we do. All Flourish Australia employees are required to work towards gaining the competencies set out in Flourish Australia's Capability Framework (below).



Position demands/frequency

The following tables provide an overview of some of the common physical and psychosocial demands placed on all employees working in mental health.

Physical demands/frequency

Position demand	Frequency	Comments
Standing	Occasionally	May be required.
Sitting	Frequent	Continuous and repetitive throughout the work day.
Crouching	Rarely	May be required.
Kneeling	Rarely	May be required.
Stooping	Occasionally	May be required.
Walking	Occasionally	Continuous and repetitive throughout the work day.
Stair climbing	Occasionally	May be required (but depends on workplace)
Controls/fine motor skills <ul style="list-style-type: none"> • Hand/arm • Foot/leg 	Frequent	Essentially, fine motor skills are required to perform activities of driving, operating computers and other IT equipment, as well as for administrative tasks.
Reaching (overhead)	Rarely	May be required.
Driving	Frequent	Driving is a frequent activity performed by the staff in this role.
Lifting and carrying		

<ul style="list-style-type: none"> • 2kg-5kg • 5kg-10kg • 10kg-15kg • >15kg 	Occasionally Rarely Rarely Rarely	All lifting and carrying at Flourish Australia needs to be performed by the employee and the chance of delegating to others is small.
--	--	---

Psychosocial demands/frequency

Position demand	Frequency	Comments
Working with distressed people	Frequent	e.g., episodic or grief situations
Working with people who may have experienced trauma	Frequent	e.g., child abuse, history of violence
Exposure to distressing situations	Occasionally	e.g., self-harm, death
Working with unpredictable or aggressive people	Occasionally	e.g., drug and alcohol induced, episodic situations.

Key Tasks and Responsibilities

- Work under the direction of the Clinical and Operations Manager and General Practitioners to provide comprehensive youth-friendly health services.
- In accordance with scope of practice, assist as delegated by the GP, in undertaking assessments and procedures e.g. vaccinations, dressings, health checks.
- Within scope of practice, provide 1:1 education around issues relevant to young people including sexual health, body image, vaccinations, general health promotion and education to enhance their ability to make informed choices in this regard.
- Provide consultation and support to staff members and external parties around issues of youth health as appropriate.
- Advocate and communicate within appropriate legislative guidelines on behalf of the young person with family, headspace staff and external services.
- Consult with and support the Clinical and Operations Manager and Practice Manager in ensuring accreditation standards are achieved by implementing and maintaining audit tools, equipment and records.
- Ensure medical supplies are ordered and stored appropriately.
- Assist GPs and the Practice Manager, as directed, with managing routine and urgent client recalls and follow up of pathology results.
- Facilitate the provision of information relating to the health of young people, families/carers or organisations requesting guidance and support.
- Establish and maintain accurate and timely electronic medical records.
- Preparation of written reports (clinical reports, management plans, discharge summaries etc.).
- Participate in regular clinical case review meetings and multi-disciplinary team meetings to ensure appropriate, consistent and coordinated service pathways and service delivery responses for young people and their families/carers.
- Participate in and promote research and evaluation projects conducted at the headspace centre.
- Participate in the development and delivery of school and community-based mental health awareness/promotion activities as appropriate.
- Any other duties as reasonably requested that are commensurate with the level of responsibility of the position

Required Skills and Personal Attributes

- Model and actively promote a culture that strives for and values continuous quality improvement
- Demonstrate perseverance in achieving objectives and cope effectively with setbacks and problems
- Take responsibility for actions and proactively implements work plan and addresses issues.
- Have highly developed interpersonal skills and the ability to influence staff at all levels
- Ability to manage diverse workload and meet competing deadlines
- Identify continuous quality improvement opportunities and act upon when/where relevant
- Work within a team environment and help others within the team to achieve team objectives
- Ability to work proactively in an autonomous manner and in a team environment
- Be non-judgmental, be fair, patient, have a willingness to listen, and display empathy
- Value diversity and be respectful at all times
- Be committed to professional and ethical conduct
- Commit to the prevention and detection of fraud

Key Selection Criteria

"Flourish Australia supports Affirmative Action. If two candidates present with suitability to a role, and one of those people has a lived experience, the person with the lived experience will be the preferred candidate."

Essential:

1. Possess tertiary qualification as a Registered Nurse (minimum Level 2)
2. Three years post clinical experience as a registered nurse.
3. Maintain current unrestricted registration with the Australian Health Practitioner Regulation Agency (APHRA)
4. Proven ability to meet program deliverable within agreed time frames
5. Excellent written and verbal communication skills
6. Highly developed interpersonal and organisational skills with the ability to effectively manage competing demands
7. Ability to fully use Microsoft Office Suite and the client information management system
8. Excellent demonstrated understanding of how mental health issues impact young people
9. Current Australian Driver's Licence

Desirable:

1. A carer role or having a lived experience will be an advantage.
2. Post graduate qualifications in Sexual Health and Vaccination or currently working towards.
3. Demonstrated knowledge and understanding of communicable disease control, harm reduction, and issues related to transmission and prevention of HIV, STIs and Blood Borne Viruses (BBV's).

All appointments are subject to previous employment reference checks, Working With Children Check, satisfactory Australian residency status, National Criminal Record checks, and other background checks as required by different State legislation.

Agreement

I, _____, have read and understand my obligations as a Practice Nurse with Flourish Australia as outlined in this position description.

I agree to abide by the Flourish Australia Code of Conduct and Ethics, and agree to read, understand, and abide by Flourish Australia's policies and procedures.

Practice Nurse

Name		
Signature		Date:

Nb: A signed copy of this position description must be returned to the People and Culture team.