



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	Enrolled Nurse
Reporting To:	Clinical Manager – Newman Clinic
Award:	<i>Nurses Award 2020 (Cth)</i>
Award Classification:	Enrolled Nurse Pay point 1 - 5
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	24 th November 2021
Review Date:	24 th November 2022

Position Overview

The Enrolled Nurse reports to and is directly accountable to the Clinical Manager – Newman Clinic and is responsible for delivering quality evidence based and culturally appropriate primary health care services to community members of Newman with a particular focus on providing care to Aboriginal community members

The Enrolled Nurse plays an important role in delivering the Newman Clinic team's goals to manage illness, promote well-being, maintain health systems, provide education and training and encourage community health action.

Position Responsibilities

A. Clinical Responsibilities

- Comply with all applicable legislation and common law relating to the practice of enrolled nurses including duty of care laws, work health and safety, professional standards and mandatory reporting legalisation and guidelines;
- Provides evidence based primary health care to selected patients in accordance with the care plans and in liaison with the Registered Nurse and Aboriginal Health Practitioners/Workers. This includes (but not limited to) delivery of age appropriate checks, immunisation program delivery, the rheumatic heart disease program delivery, men's and women's health program delivery (where appropriate), child health program delivery, antenatal care and chronic disease management;

- Assists the Registered Nurse to complete and update individualised care plans;
- Actively participate in the completion of health checks on all eligible clients (Medicare item number 715), care plans (Medicare item number 721) and team care arrangements (Medicare item number 723) on all eligible clients including regular reviews (Medicare item number 732) of clients with a chronic disease;
- Documents changes detected in patients' health status and escalates to appropriate health practitioner;
- Triage both booked and unbooked clients on presentation to the clinic;
- Liaise with other health professionals both on and off site;
- Ensure review and recall processes are in place to promote ongoing health care;
- Assist with and participate in coordination and collaboration of team care arrangements and conferencing, with PAMS staff and external service providers;
- Assesses the need for and undertakes patient and family education to provide appropriate information in relation to procedures and treatment;
- Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff and external agencies to assist with the provision of coordinated comprehensive primary health care; and
- Completes clinical documentation as required/requested and undertakes other administrative tasks as required.

B. Other Duties:

- Assist the Clinical Manager – Newman Clinic to maintain clinic facilities, perishables and resources at best practice levels;
- Participate in planning, delivery and evaluation of client services;
- Assist the Clinical Manager – Newman Clinic to promote and support Aboriginal Health Practitioners (AHP's) as the key health providers in the community to facilitate the delivery of culturally appropriate health care. In conjunction with the Clinical Manager – Newman Clinic, develop, implement and participate in continuous quality improvement projects, and initiatives and adjust clinic practice in accordance with findings; and
- Other duties as directed.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

General Responsibilities

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.

3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Safety and Health Act 1984* (WA).
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- Eligible for registration or Current Registration with Australian Health Practitioner Regulation Agency as an Enrolled Nurse;
- Demonstrated ability to practice in accordance with the Nursing and Midwifery Board of Australia (NMBA's) Code of Conduct of Registered Nurses and Standards of Practice for Registered Nurses OR demonstrated ability to practice in accordance with the Aboriginal and Torres Strait Islander Health Practice Board Code of Conduct and Professional Capabilities standards;
- Demonstrated experience in managing a patient caseload, under the supervision of a Registered Nurse;
- A clear respect for Aboriginal culture, willingness to listen and learn, and a commitment to participate in inter-cultural awareness activities as directed by PAMS and demonstrated ability to practice in a culturally safe and appropriate manner.;
- Demonstrated understanding of issues affecting Aboriginal health, drivers of health inequality, and principles of primary health care and relevant legislation governing work practice in Western Australia;
- Previous experience working with electronic patient information management systems (e.g. Communicare);
- Demonstrated effective written and verbal communication skills.
- Effective organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines;
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

DESIRABLE:

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community; and
- Previous experience working effectively with Aboriginal people in a primary health care setting.

APPOINTMENT FACTORS

Location: Based in Newman	Accommodation: Nil
Allowances/Conditions: <ul style="list-style-type: none"> • Employment is conditional pending the outcome of: <ul style="list-style-type: none"> a) Federal Police Clearance b) WA Working with Children's Check c) Compliance with legislative checks, where applicable • Unencumbered 'C' class Manual Driver's Licence • Evidence of COVID 19 Vaccination 	Specialised Equipment Operated: Ability and willingness to drive 4WD vehicles

ACKNOWLEDGEMENT

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date