



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	Remote Area Nurse
Reporting To:	Clinical Manager – Remote Services
Award:	<i>Nurses Award 2020 (Cth)</i>
Award Classification:	Registered Nurse Level 2 (RN2)
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	16 th September 2022
Review Date:	16 th September 2023

Position Overview

The Remote Area Nurse (RAN) will report to the Clinical Manager – Remote Services and be accountable to the Chief Executive Officer. As part of a multi-disciplinary team, the RAN will promote wellbeing, treat illness, maintain health systems to support Puntukurnu Aboriginal Medical Service's (PAMS) core business and encourage community health action in order to contribute to better health outcomes for people within the Eastern Pilbara desert communities of Parngurr, Punmu, Jigalong and Kunawarritji.

Position Responsibilities

- Work in partnership with all members of the multi-disciplinary team to provide and promote a comprehensive primary health care service within the scope of practice of a RAN.
- Utilise the CARPA suite of standard treatment manuals to provide safe and effective care.
- Ensure all documentation, records and health information systems are maintained in accordance with established PAMS policies and procedures to ensure continuity of client care.
- Actively utilise the recall and reporting functions of the electronic patient information system (Communicare) to plan client care and ensure best practice follow up.
- Participate in an after-hours 24 hours emergency on call roster.
- Check, prepare and administer all medications in accordance with state legislation, Australian Health Practitioner Regulation Agency (AHPRA) registration and PAMS policies and procedures.
- Respond to client enquires on health related issues and provide education to clients and families on care including chronic disease management and health promotion and prevention.
- Carry out immunisations, and document them in the electronic records for all clients in accordance with the National Childhood and Adult Immunisation Schedule.

- Ensure that all opportunities are taken to ensure maximisation of Medicare Claiming.

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 *Work, Health and Safety Act 2020* (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:

- Current Registration and demonstrated competency with *the Australian Health Practitioner Regulation Agency* as a Registered Nurse with a minimum of three (3) years post registration experience.
- 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.
- Experience, skills and knowledge working in a multidisciplinary team in a primary health care setting including teamwork and conflict management.
- Well-developed primary health care skills and clear understanding of the scope of practice of the Remote Area Nurse.
- Sound understanding of the principles of primary health care and the model of Aboriginal Community Controlled Health Services.
- A respect for Aboriginal culture and demonstrated ability to practice in a culturally safe and appropriate manner.
- A demonstrated understanding of the unique issues affecting and impacting on the health and wellbeing of Aboriginal people;
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples;
- Excellent written and oral communication skills.

- Previous experience working with electronic patient information management systems (e.g. Communicare)
- Current Understanding Vaccines and the National Immunisation Program Certificate or willingness to obtain within the first six weeks of commencement.
- Current First Aid or Intermediate / Advanced Life Support Certificate.

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community.
- Further qualifications in the areas of primary health care including chronic disease, mental health, child health, diabetes education, wound care, midwifery or other relevant area.
- Current Remote Emergency Care (REC) Certificate and/or Maternity Emergency Care (MEC);
- Current Pharmacotherapeutics for Nurses Certificate; and
- Knowledge of Medicare and its application to the Aboriginal primary health care setting.

APPOINTMENT FACTORS

Location: Jigalong, Punmu, Kunawarritji and Parnngurr.	Accommodation: Board and Lodging in remote communities
Allowances/Conditions: Employment is conditional pending the outcome of <ul style="list-style-type: none"> ✚ the Federal Police Clearance; ✚ WA Working With Children Check; and ✚ where required comply with legislative checks <ul style="list-style-type: none"> • Unencumbered 'C' class Manual Driver's Licence • Evidence of COVID-19 Vaccination 	Specialised Equipment Operated: Ability and willingness to drive 4WD vehicles on remote and unsealed roads.

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