



## Puntukurnu Aboriginal Medical Service

### Job Description Form

<b>Position Title</b>	Sexual Health Nurse
<b>Location</b>	Newman
<b>Reporting To</b>	Community Health Programs Manager
<b>Award</b>	<i>Nurses Award 2010 (Cth)</i>
<b>Classification</b>	Registered Nurse – Level 2 (RN2)
<b>Hours</b>	1.0 FTE – (Reasonable additional hours as and when required)
<b>Direct Reports</b>	Nil
<b>Effective Date</b>	March 2019
<b>Review Date</b>	March 2020

### Position Overview

The Sexual Health Nurse reports to and is directly accountable to the Community Health Programs Manager, and is responsible for increasing the testing of Sexually Transmitted Infections (STIs) and Blood Borne Viruses (BBVs) to the at risk group across the Martu Aboriginal communities of Jigalong, Parnngurr, Punmu and Kunawarritji. This in response to a Syphilis outbreak and endemic levels of other STIs and will be achieved through supporting the existing comprehensive primary health care approach and improved processes.

### Position Duties

#### Clinical Practice

- Support and promote the integration of STI testing into routine primary health care, including adult health checks.
- Provide evidence based STI/BBV clinical management to symptomatic clients and named contacts including testing, treatment, contact tracing and follow-up.
- Practice according to the Silverbook WA STI/BBV management guidelines, the CARPA Manual and the National program guidelines for Point of Care Syphilis testing.

- Where practicable, work with a designated Aboriginal Health Worker/Practitioner to improve contact tracing processes and completeness in a culturally competent manner.
- Promote, deliver and utilise the 'test and treat' model using point of care tests (PoCT) to allow for immediate screening and treatment for Syphilis, Chlamydia and Gonorrhea.
- Support RANs, AHW/Ps and other clinical staff in the ongoing integration of sexual health care delivery into all clinical roles.
- Upskill clinical staff in administering the 'test and treat' model using point of care tests (PoCT).
- Act as a clinical resource to support and develop other members of the health team.
- Disseminate culturally appropriate health, communication and education materials to promote awareness of the outbreak across the region.

### **Partnerships, planning and management**

Collaborate with key stakeholders to:

- Develop strategies for increasing STI/BBV screening at a local level, particularly individuals at risk that have not been screened or are under-screened.
- Maintain networks and contribute to planning forums, steering groups and consultancies in order to assist with the sexual health program.
- Provide appropriate and relevant feedback to PAMS clinical personnel, management and the local communities on the program.
- Facilitate health promotion and prevention, community awareness and health literacy relating to STI/BBVs.
- Facilitate community based health education regarding risk, prevention and management of STI/BBVs.

### **Data collection and monitoring**

- Record relevant information in Communicare to ensure completeness and reliability of reporting.
- Maintain clinical level process to ensure completeness of contact tracing.
- Collect and submit relevant data and information pertaining to this position for reporting purposes as required by PAMS and relevant funding bodies.

### **Reporting & Evaluation**

- Ensure a clear understanding of PAMS reporting requirements as relevant to the position.
- Under the supervision and at the direction of the Chief Executive Officer, attend meetings and provide expert input in regards to program delivery and client needs.

- Promote cooperative and collaborative working relationships with other health service providers in the area.
- Undertake ongoing evaluation of screening coverage and uptake in the communities.
- Seek feedback from the community and target group in regards to planning, implementation and evaluation of any strategies developed.
- Work with management to regularly feedback progress the funding body.

### **General Responsibilities**

- Comply with all PAMS policies and procedures.
- Working collaboratively to provide a harmonious working environment and taking positive actions to achieve this such as keeping the shared spaces clean, collaborating and cooperating on use of resources and being accommodating with respect to unexpected inconveniences that arise from time to time.
- Ensure that PAMS facilities are maintained to reasonable standards and when necessary coordinate and assist with accommodation for visiting PAMS Staff.
- Ensure that an ongoing risk assessment is undertaken to ensure a safe working environment is maintained.

### **Quality Improvement Activities**

- Participate in continual quality improvement in the delivery of client services.

### **Professional Responsibilities**

- Maintain the highest standards of professional conduct.
- Participate in research activities within the service as required.
- Demonstrate an understanding of and compliance with all PAMS policies and procedures.
- Participate in maintaining a safe working environment.
- Undertake personal and professional development and training as required.

### **Position Responsibilities**

PAMS undertakes to maintain a positive workplace culture that results in strong motivation, commitment and productivity. To ensure this all employees demonstrate values and behaviours that value diversity and promote accountability, co-operation and respect in the following areas:

#### **1.0 Team Work**

- Work as part of the team and work autonomously as required.
- Ensure effective information sharing and communication including attendance at meetings and contribution to communication strategies.
- Participate in relevant training and conferences.
- Demonstrate a willingness to participate in team and planning discussions to resolve potential conflict.

## **2.0 Environment**

- Any procurement of goods and services include consideration of the environmental footprint.
- Minimise wastage of office materials through reduction, reuse or recycle principles.
- Participate in environmental awareness activities.
- Utilise alternative means to reduce travel i.e. videoconference
- Report environmental issues to appropriate people.

## **3.0 Continuous Improvement**

- Contribute to continuous quality improvement by constantly seeking out opportunities to improve work practices and procedures.
- Assist the accreditation process by identifying, incorporating best practice and providing regular reports on quality activities undertaken.
- Participate in research activities within the service as required.
- Ensure all standards are maintained consistent with evidence based best practice standards as applicable to the Primary Health Care in a remote setting.

## **4.0 Occupational Health and Safety**

- Contribute to the maintenance of an occupationally safe and harassment-free workplace.
- Ensure occupational health and safety issues are considered in all aspects of duties performed.
- Maintain high standards of performance and adopt a proactive approach to occupational health and safety issues.
- Ensure compliance with statutory requirements and company policies and practices.
- Report all observed safety incidents and hazards and recommend improvements.
- Comply with all state and federal anti-discrimination, bullying and sexual harassment legislation.

## **5.0 Other**

- Ensure the confidentiality of any and all information obtained in relation to the position.
- Comply with PAMS's internal quality systems, policies, procedures and protocols.
- Represent PAMS in a professional and credible manner in all interactions with the community and other external stakeholders and display and maintain the highest standards of professional conduct at all times.
- Focus attention on the activities of PAMS.
- All other tasks as directed that are reasonable and appropriate for the role.

- Ensure that PAMS facilities and assets are treated with respect and assist with ensuring that they are maintained and operational.
- Comply with all applicable legislation including duty of care laws, professional standards and mandatory reporting legislation.

## **SELECTION CRITERIA**

### **ESSENTIAL:**

- Current registration with AHPRA as a Registered Nurse.
- Demonstrated skills and experience in sexual health or primary health care nursing.
- Experience in the planning, provision, management and evaluation of sexual health services within an Indigenous primary health care setting.
- Excellent knowledge and understanding of issues affecting the health and wellbeing of Aboriginal and/or Torres Strait Islander people.
- Demonstrated ability to communicate effectively and sensitively with Aboriginal people.
- Ability to work independently and/or collaboratively as part of a team in a remote setting.
- Highly developed and demonstrated communication (verbal and in writing) skills, with a particular emphasis on developing effective working relationships with a variety of interest groups, individuals and organisations.
- Ability to conduct training and education sessions to a range of audiences including young people, health professionals, and community members.
- An ability to work, reside and travel independently in a remote region.
- Demonstrated organisational and time management skills along with an ability to adapt to changing needs.
- High level of integrity in maintaining both organisational and client confidentiality.

### **Desirable:**

- Post-graduate qualifications in sexual health.
- Experience in using electronic patient information database systems (preferably Communicare) within the primary health care setting.

## **APPOINTMENT FACTORS**

<b>Location:</b> Based in Newman but required to travel to the remote communities of Jigalong, Parrngurr, Punmu & Kunawarritji.	<b>Accommodation:</b> Nil
<b>Allowances/Conditions:</b> <ul style="list-style-type: none"> <li>• Employment is conditional pending the outcome of a Federal Police</li> </ul>	<b>Specialised Equipment Operated:</b> Ability and willingness to drive 4WD vehicles on remote and unsealed roads.

Clearance, and where required comply with legislative checks <ul style="list-style-type: none"> <li>• Unencumbered 'C' class Manual Driver's Licence</li> </ul>	
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### 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

DRAFT