

POSITION DESCRIPTION



Position:	Practice Nurse
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Responsible to:	Nurse Manager
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Purpose of the Position:	<p>The Practice Nurse provides primary care nursing support, patient interventions and treatment within the Medical Centre. As part of the general practice team they will work within their scope of practice and be responsible for providing patient-centred, culturally appropriate, and individual holistic care to patients.</p> <p>Patients should feel that they have been dealt with in a friendly, courteous manner and that all that can be done for them, has been done. Our mission statement is to ‘provide healthcare that is innovative, comprehensive, high-quality and accessible’.</p> <p>The Practice Nurse works closely with the doctors and other team members to provide efficient, effective, professional nursing services.</p>
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Direct Reports:	None
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Hamilton East Medical Centre’s Vision is:
Hamilton East Medical Centre will be a role model General Practice

Hamilton East Medical Centre’s Mission Statement is:
To provide innovative, comprehensive and high quality healthcare that is accessible

	Hamilton East Medical Centre’s Values are:
Harmony	Unity; Tolerance; Patience; Encouraging; Non-Judgmental; Caring; Friendly; Fairness; Common Goal; Supportive; Unison; Trust
Equality	Fairness; Impartiality; Uniformity; Honesty; Ethical;
Manners	Respect; Etiquette; Appreciate; Accept; Positive Attitude; Courtesy; Comportment;
Conscientious	Professionalism; Accountability; Maturity; Integrity; Reliability; Communication; Trust; Efficient; Timely; Focused; Responsibility; Thorough; Diligent; Hardworking; Pride

RELATIONSHIPS	
Internal	External
Business Manager Administration Manager Reception and Administrative Staff Nurses Doctors Other Health Providers	Patients and their Families Visitors Other Health Professionals

KEY TASKS		STANDARDS/OUTCOMES EXPECTED
1.	CLINICAL SERVICES	
1.1	Nursing Services	<p>Provide Primary Care Nursing Services as follows:</p> <ul style="list-style-type: none"> a) Urgent triage (including resuscitation, stabilisation and assisting with assessment as necessary); b) Assessment of the urgency and severity of presenting problems through history taking, and examination before referral to the appropriate GP. Assessment can be via telephone or 1:1 consultation with patient. c) Follow-up of patient test results and communication with patients where appropriate. d) Undertaking treatment options and carrying out appropriate clinical interventions and procedures, including but not limited to counselling, advising and providing information. e) Set-up and assistance with minor surgery. f) Health screening. g) Acting as a chaperone as required. h) Attending home visits as requested.
1.2	Maintaining and Improving Health	<p>Provide timely clinical and culturally appropriate health services through:</p> <ul style="list-style-type: none"> a) Ongoing well-health education and advice, including counselling to improve health and prevent disease. b) Use of recall and reminder systems and referral, as appropriate, to national screening programmes. c) Education to assist people to reduce or change risky and harmful lifestyle behaviour. d) Family planning services, provision of contraceptive advice and sexual health services. e) Delivery of immunisation programmes. f) Working with public health providers in the prevention and control of communicable diseases for individuals and families/whanau and reporting to relevant public health providers. g) Ongoing care and support for people with chronic and terminal conditions. h) Health promotion to the practices' enrolled population, linking to public health programmes at a national, regional and local level and utilising such programmes to target specific populations.
1.3	Co-ordinating Care	<p>In particular:</p> <ul style="list-style-type: none"> a) Co-ordinating an individual's rehabilitation process and participating where appropriate in providing recovery orientated services to restore normal functioning. b) Developing collaborative working relationships with community health services, DHB and non-Government public health providers, ACC and relevant non-health agencies. c) Advocating on behalf of patients with external agencies to communicate patient care and support needs.

2.	FINANCIAL	
2.1	Invoicing	<ul style="list-style-type: none"> Ensure all patient services undertaken are charged out in accordance with appropriate protocols.
2.2	Compliance	<ul style="list-style-type: none"> When claiming subsidies from any funding agency, all compliance clauses must be adhered to.
2.3	Other	<ul style="list-style-type: none"> Assist with provision of information for practice reporting requirements, as requested.
3.	PRACTICE SUPPLIES AND MAINTENANCE	
3.1	Stocks of Materials	<ul style="list-style-type: none"> Maintain adequate levels of stock for materials and equipment in all treatment and consulting rooms, ensuring no item is past its expiry date.
3.2	Drug Supplies	<ul style="list-style-type: none"> Maintain minimum levels of drug supplies for the practice, and the doctors' bags.
3.3	Controlled Drug Register	<ul style="list-style-type: none"> Maintain control over the Controlled Drug Register in accordance with defined protocols.
4.	IT SYSTEM	
4.1	Accuracy of Information	<ul style="list-style-type: none"> All information you enter into the PMS system is accurate, appropriate and in accordance with agreed protocols.
4.2	New Patients	<ul style="list-style-type: none"> Set up all screening and recall programmes for new patients.
5.	PHO INVOLVEMENT	
5.1	Patient PHO Enrolment	<ul style="list-style-type: none"> Supporting other staff by assisting in promoting the benefits of enrolling in the PHO, to patients.
6.	COMMUNICATION	
6.1	External	<ul style="list-style-type: none"> Professional liaison with other health professionals is maintained. Relates in a professional manner and communicates effectively to support the patient through the healthcare experience.
6.2	Internal	<ul style="list-style-type: none"> All staff are informed, as appropriate, about anything that they should be aware of regarding a patient, or regarding the internal workings of the practice. Staff and team meetings are attended as requested.
6.3	Staff Problems or Issues	<ul style="list-style-type: none"> All staff problems or issues are referred to Management in the first instance.
7.	QUALITY	
7.1	Clinical Notes	<ul style="list-style-type: none"> All patient consultations must be accurately recorded in the clinical patient notes within 24 hours of seeing the patient.
7.2	Professional Development	<ul style="list-style-type: none"> Undertakes responsibility for own professional nursing development. Continuing professional development meets the minimum requirements set by the NZ Nursing Council.
7.3	Peer Review	<ul style="list-style-type: none"> Attendance at regular peer review meetings in accordance with the guidelines of the NZ Nursing Council.
7.4	Quality Plan – MHN	<ul style="list-style-type: none"> Provide relevant documentation for registration to professional bodies. Meets nursing requirements as per the annual Quality Plan and Long term conditions management Plan

8.	COMPLIANCE	
8.1	Compliance	<ul style="list-style-type: none"> All complaints to be referred to the Business Manager in the first instance as per practice policy.
8.2	Privacy Act	<ul style="list-style-type: none"> Total confidentiality and privacy of patients is maintained as per practice policy.
8.3	Health & Safety	<ul style="list-style-type: none"> Comply with established practice health and safety policies with regard to handling of instruments, infection control, storage of drugs and disposal of sharps and other potentially dangerous equipment and substances. Comply with current NZ legislation.
9.	SPECIAL RESPONSIBILITIES	
9.1		To be confirmed upon appointment according to experience and skill base.
10.	OTHER DUTIES	
10.1	Other Duties	<ul style="list-style-type: none"> Hours of work are set out in the Employment Agreement; however there may be times when you are required to undertake other duties outside of these hours as requested. This may involve attendance at meetings, staff meetings or training sessions.

Signed:

Date this document was initially agreed upon:

Next review date: