



# Yerrabi Health Position Description

## Registered Nurse

### JOB DESCRIPTION

- **Position: Registered Nurse (Salary & Hours Negotiable up to 35 hours per week)**
- **Program: Yerrabi Yurwang Health Hub**
- **Probationary Period: 6 months**
- **Salary: Negotiable between dependent on qualifications and experience**
- **Excellent salary packaging available**
- **Ex Gratia Days available at Easter and Christmas**
- **Aboriginal and Torres Strait Islander people are strongly encouraged to apply**

Yerrabi Yurwang Health Hub is looking for a dynamic Registered Nurse with General Practice experience, to join Team Yerrabi. This is an exciting opportunity for someone who has a passion to improve health outcomes for Aboriginal People and their Families.

### OUR ORGANISATION

Yerrabi Yurwang Child & Family Aboriginal Corporation (Yerrabi) was established in 2019, due to the high unmet health and wellbeing needs of the local Aboriginal Community residing in Canberra's North-western Ngunnawal region. Yerrabi Yurwang means to 'walk strong' and was bestowed upon the organisation by our esteemed and respected Ngunnawal Elder Aunty Agnes Shea OAM, who was also a Founding Board Member of Yerrabi and our Inaugural Patron.

Yerrabi operates in the Northwest of the Australian Capital Territory, part of the traditional lands of the Ngunnawal People.

Yerrabi is an Aboriginal Community Controlled Health Organisation, which means it is owned and operated by Aboriginal People, for Aboriginal People, and so, we are committed to the principle of self-determination, whereby we seek to engage and facilitate the empowerment of Aboriginal People and their Families who utilise Yerrabi's services.

### THE ROLE

As the **Registered Nurse** you will join our dedicated team to provide competent patient-centred care that addresses health needs and promotes wellness. Such care is based on latest evidence and guidelines and meets legislative requirements.

**Purpose of position:** To ensure a smooth and efficiently functioning practice, in addition to providing exception standard of care to our patients, by implementing the following best practice standards to:

- Provide good clinical care through clinical leadership and management practices
- Provide good clinical care through continuous quality improvement practices
- Provide good clinical care by applying essential governance, compliance and safety practices
- Provide good clinical care by applying quality control requirements and practices
- Provide good clinical care by incorporating and coordinating infection prevention and control practices.

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### SELECTION CRITERIA: ESSENTIAL

- AHPRA registration as a Registered Nurse.
- Registered as an Authorised Nurse Immuniser in the Australian Capital Territory.
- Minimum 2 years general practice experience.
- An understanding or experience of the Royal Australian College of General Practitioners Standards for general practices.
- Demonstrated clinical problem-solving skills including conceptual and analytical ability.
- Advanced interpersonal, communication and negotiation skills (written and verbal).
- Knowledge, understanding and experience in quality improvement, its practical application in meeting patient's needs and quality service delivery.
- Knowledge, understanding and experience of research findings to support evidence-based practice.
- Experience in quality improvement, its practical application in meeting patients' needs and its relationship to strategic development.
- Sound knowledge of relevant legislation and health regulating acts and legislative obligations
- Computer literacy.
- Evidence of appropriate and continuing professional indemnity insurance.
- Current driver's license.
- Working with Vulnerable Persons Check.
- National Police Check.

### SELECTION CRITERIA: DESIRABLE

- Demonstrated experience working in the Aboriginal Community Controlled Health sector.
- Demonstrated understanding of key cultural issues influencing practice, patient relationship and patient needs.
- Demonstrated experience or knowledge of Medical Director and PracSoft.

**PROBATIONARY PERIOD:** *This position has a six-month probationary period at the start of employment that gives both the employer and employee the opportunity to assess whether they are suitable for each other. The probationary period is not a separate period of employment. New recruits on probation receive the same entitlements as permanent full-time and part-time employees.*

### NEXT STEPS

**FOR ENQUIRIES:** please email [dthiele@yerrabi.org.au](mailto:dthiele@yerrabi.org.au).

**TO APPLY:** Applications must include:-

- A 1-page cover letter
- A 1-2 page expression of interest that includes a brief description of essential **and** desirable criteria
- A current CV containing qualifications, registrations, licenses etc., and 2 referees.

**EMAIL YOUR APPLICATION TO:-**

[dthiele@yerrabi.org.au](mailto:dthiele@yerrabi.org.au), using the subject line: **Yerrabi Registered Nurse Position Application.**

**CLOSES: Friday 20<sup>th</sup> December 2024**

## Registered Nurse

### Position Description – Registered Nurse

### Reports to – Practice Manager

**Purpose of position:** To ensure a smooth and efficiently functioning practice, in addition to providing an exceptional standard of care for our patients.

### Responsibilities

#### Clinical

- Access supervision with General Practitioners.
- Patient management within own scope of practice.
- Provide management of long-term conditions in line with national guidelines and pathways.
- Manage patient recalls, reminders and follow up of test results.
- Work collaboratively to support medical, nursing and allied health colleagues in the performance of their clinical role.
- Actively communicate and coordinate with colleagues, specialist services and allied health professionals when providing team care.
- Escalate care to general practitioners where indicated.
- Plan and develop a problem-solving approach to patient care.
- Record and maintain accurate, adequate and relevant patient records using the established practice protocols and Medical Director while meeting legislative standards and accreditation requirements.
- Understand Medicare and optimise Medicare billings for the Registered Nurse provider number and work within the scope of practice.

#### Leadership and management

- Develop and promote positive relations with patients, nursing peers, medical practitioners, allied health and community
- Identify opportunities to improve and promote evidence-based clinical practice
- Seek opportunities for ongoing professional education
- Participate in relevant committees and special projects as indicated
- Promote cost effective use of consumables

#### Continuous quality improvement

- Collaborate with health staff in the coordination and implementation of quality improvement activities.
- Participate in clinical practice improvement programs and clinical governance initiatives relevant to practice.
- Identify opportunities to improve and promote evidence-based practice

#### Governance, safety and quality requirements

- Participate in an annual performance review.
- Complete mandatory training and education as relevant to the role.
- Comply with the NMBA code of conduct for nurses and code of ethics for nurses.

## Registered Nurse

### Quality and safety

- Ensure nursing compliance with federal/state legislation, nursing competency standards, practice policies and procedures.
- Contribute to staff and patient safety systems that meet contemporary clinical standards and WH&S requirements.
- Participate in the practice risk management and quality improvement processes.
- Record incidents and near misses in line with practice policy.
- Practise duty of care including meeting practice standards and accountability
- Maintain patient and practice confidentiality at all times.
- Ensure clinical governance processes are in place.
- Actively contribute to the development of a culture consistent with the values of the practice.

### Equipment and Supplies

- Ensure sterilisation and maintenance of clinical equipment.
- Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal and disposal of out-of-date stock and ordering supplies.
- Provide input in purchasing relevant clinical equipment and supplies.

### Infection Prevention and Control Coordination

- Maintain the practice's systems and processes for hand hygiene, environmental cleaning, spills management, practice team immunisations in accordance with practice policy and procedures.
- Educate all members of the practice team on an annual basis regarding their responsibilities in infection prevention and control or whenever changes in legislation, or practice procedures occur.
- Manage the practice's sterilisation process, ensuring sterility and integrity in the process.
- Ensure the practice's waste management complies with local, state and federal regulations.

### Expected Behaviours and Personal Attributes

- Demonstrate a knowledge of, and compliance with, all relevant legislation and common law obligations affecting nursing.
- Discharge of duty of care during practice including meeting practice standards, and accountability for nursing actions.
- Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
- Practice only within the limits of your educational preparation and competence.
- Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
- Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.
- Excellent interpersonal and communication skills across all ages and social groups.
- Always be well-presented, friendly, courteous and obliging.
- Always represent the practice in a confident and positive manner.
- Undertake all duties in a diligent manner, with honesty and integrity.
- Maintain absolute confidentiality regarding patient and practice information.

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- Have a vigilant attitude to accuracy, being prepared to double check as necessary.
- Ability to work cooperatively and independently and the ability to prioritise and organise
- Demonstrated commitment to ongoing professional development.