



POSITION DESCRIPTION

GPcare Practice Nurse/Coordinated Care Nurse

Responsible to: Chief Executive Officer

Reporting to: GPcare Practice Manager

Summary of the broad purpose of the position and its responsibilities / duties

This position is a rare opportunity to work with a committed, skilled team of clinicians, educators, researchers and community representatives to create an innovative model of primary health care incorporating the values of general practice within a multidisciplinary, team based care environment that will incorporate Summit Health service staff, tenants and undergraduate and postgraduate training and general practice research.

Working within their scope of practice this position requires an ability to work autonomously as well as within a team, to provide a range of clinical and support services to the GPs and coordinated care services to the community.

This position also includes supervision and mentoring to nursing students; including orientation and performance reviews; and liaising with Flinders University.

Reporting / Working Relationships

- Accountable to the CEO for achieving the outcomes of the position and practising within the philosophy of Summit Health and its aims, policies and protocols.
- Reports to the GPcare Practice Manager
- Reports to the GPcare Projects & Systems Nurse when GPcare Practice Manager is on leave
- Training of relevant staff where appropriate
- Participates in the Summit Health's Staff Development Plan which is conducted on an annual basis.

Culture – To Do No Harm – To Continuously Improve

All employees are expected to contribute positively to the organisation by displaying the values and expectations contained within our Cultural Framework (Appendix A at the end of this document).

Values and Expectations:

Summit Health is a learning organisation that continually evolves and adapts to opportunities. We operate in a high-trust environment. To support this, all employees must promote and adhere to our values and expectations.

Values: integrity, quality, community, collaboration and accountability.

Special Conditions

- Some out of hours work will be required.
- Possession of a current valid driver's licence is essential.
- Use of own motor vehicle is expected, for which reimbursement of kilometres will be paid according to the GPcare Enterprise Agreement 2016-19.
- Initial employment is subject to a satisfactory Criminal History Check

Statement of Key Responsibilities/Duties:**Providing clinical nursing services in the General Practice context through:**

- Triage/First aid assistance with emergency procedures
- Assessment and treatment
- Diagnostic services
- Clinical data management
- Pathology collection
- Immunisation

Management of the clinical environment by assisting the general practice to meet relevant standards and legislative requirements in

- Infection control
- Cold chain monitoring
- Records management
- Occupational health and safety - identification of risks to patients, staff and others
- Accreditation processes
- Sterilisation

Health promotion and education by promoting patient, carer and community well - being through

- Health information
- Specific Health Education programs
- Community development
- Self care

Sustaining General Practice by contributing to better management of human and material resources through

- Optimising the use of professional resources

- Building the practice base
- Building practice capacity to adapt to change

Improving health outcomes by contributing to and enhancing the management and prevention of ill health through

- Health screening
- Immunisation
- Recall
- Patient education
- Systems management
- Patient advocacy

Chronic Disease Management

- Prepare GP Chronic Disease Management Plans and Health Assessments
- Identify and contact patients for CDM plans
- Manage patient review /reminder system
- Manage Coordinated Care Nurse appointment schedule
- Coordinate patient education and promotion resources/services
- Record MBS item billing numbers for GP/CCN services provided
- Participate and assist in coordinating multidisciplinary case conferences/team care

Coordinating patient services through

- Integrating service delivery
- Planning and management of patient care
- Providing information and feedback between the services, patients and GP, and other health professionals
- Patient advocacy

Improving health outcomes by contributing to and enhancing the management and prevention of ill health through:

- Health screening
- Recall/Reminder
- Patient education
- Systems management
- Patient advocacy
- Maintaining RACGP Practice Accreditation

Professional Responsibility

- Advance personal professional knowledge
- Engage in professional networking
- Ensure behaviour reflects the organisations values.

Ethics

- Maintain patient confidentiality

- Awareness of the principles of medical ethics

General

- Demonstrates commitment to the principles of operation contained in the GPcare Policy and Procedure Manual and Summit Health Quality Manual
- Act as an ambassador in support of the role and mission of Summit Health
- Operates within the delegated boundaries of the position
- Attendance at relevant organisational meetings
- Identify opportunities and participates in own professional development

Work Health Safety (WHS)

- The employee has a responsibility, under the Work Health and Safety Act 2012 (SA) to ensure their own health and safety, and that of their fellow employees, at work.
- The employee has a responsibility to abide by the organisation's WHS policies and direction as set out in the Quality Manual.

PERSON SPECIFICATION

Essential Requirements

Registration with AHPRA

Education

- Bachelor of Nursing or Diploma of Enrolled Nursing
- Demonstrable commitment to ongoing professional development

Experience

- Registered nurse or Enrolled Nurse
- Demonstrated patient-focused approach in service provision
- Recent clinical nursing experience, including basic life support
- Excellent interpersonal and communication skills
- Ability to work in a team as well as independently
- Ability to prioritise and organise

Knowledge

- Strong understanding of primary care relationships and dynamics within South Australia
- Demonstrable understanding of the demands of a multi-disciplinary team based care environment

Personal / Leadership Skills

- Effective time management
- Excellent interpersonal, oral and written communication skills
- Excellent assessment skills, including both physical and mental health conditions

- Demonstrable competence in the use of the Microsoft Office and Clinical Software suite of programs

Stakeholder Relationships

- Ability to engage with government, and with professional, community and other stakeholder groups
- Highly developed oral and written communication skills, including presentation skills

Desirable skills, experience and knowledge Experience

- General Practice experience or equivalent
- Team player
- Working with people from diverse cultures and backgrounds including Aboriginal and Torres Strait Islanders

Knowledge

- Knowledge of information management principles
- Familiarity with the most common software platforms relevant to General Practice
- Knowledge of RACGP Standards for Accreditation

Current at: 9 December 2022



Summit Health Cultural Framework
TO DO NO HARM – TO CONTINUOUSLY IMPROVE

Appendix A

EXPECTATIONS								
	Be Customer Centric	Be Accountable	Be an Engaging Communicator	Problem Solve	Be Collaborative	Be Adaptable and Resilient	Inspire Leadership	Strategic Innovation
INDICATORS	<ul style="list-style-type: none"> • Wanting to deliver value • Striving to ensure customer satisfaction • Deliver on your 'promise' • Anticipate customer needs • Build relationships at every opportunity • CONTINUOUSLY IMPROVE 	<ul style="list-style-type: none"> • Offer and embrace innovative solutions • Take ownership - its ok to make mistakes if we learn from them • Celebrate the achievements! • Be open and transparent • Communicate all progress to your manager and peers • Encourage a solutions-oriented culture • DO NO HARM 	<ul style="list-style-type: none"> • Ask questions and listen to understand • Use positive language • Acknowledge other viewpoints • Understand the views of others before acting • Be clear and concise with your intent, ideas and feelings • Shape the opinions of others by applying these traits 	<ul style="list-style-type: none"> • Analyse the problem not just from your perspective • Consider the options • If you've thought it through, back yourself to make the decision • Make the decision consistent with our values and Strategic Plan • Be creative - think outside the square • Proactively address potential problems • Anticipate • Become the expert in your domain 	<ul style="list-style-type: none"> • Be a team player • Embrace diversity • Acknowledge other viewpoints • Be consultative • Seek consensus where possible • Encourage 'we' language • Be a custodian of team culture • Identify gaps in team culture • Appreciate our great culture, colleagues and opportunities to work and grow 	<ul style="list-style-type: none"> • Accept change and embrace challenges • Be calm under pressure • Take annual leave - recharge batteries • See feedback as an opportunity to grow yourself • Take up prof. development opportunities • Be persistent • Recover quickly from setbacks • Demonstrate emotional agility • Enjoy your work 	<ul style="list-style-type: none"> • Foster and support teamwork - eliminate silos • Lead by example • Develop engaged people and teams • Navigate issues calmly • Cultivate trust • Create an environment for people to thrive in • Inspire discretionary effort • Read the emotional context of a situation • Acknowledge effort not just outcomes 	<ul style="list-style-type: none"> • Innovate in line with the big picture • Be agile in adapting to changes • Always consider other options • Factor in our future goals