



**Ord Valley Aboriginal Health Service | Aboriginal Corporation | ICN 275**  
 1125 Ironwood Drive, Kununurra WA 6743 | PO Box 216, Kununurra WA 6743  
 Phone: 08 9166 2200 | Fax: 08 9166 2250 | Free Call: 1800 839 697

## JOB DESCRIPTION FORM

<b>1. GENERAL DETAILS</b>	
<b>Position Title</b>	Registered Nurse Generalist
<b>Position Reference</b>	Clinic Generalist
<b>Area/Unit</b>	Clinic
<b>Reports to</b>	Practice Nurse Manager
<b>Award</b>	Nurses Award 2020
<b>Employment type</b>	Full time

<b>2. POSITION OVERVIEW:</b>
<ul style="list-style-type: none"> <li>• Provide primary health care services to clients in the clinic and when on community and outreach visits.</li> <li>• Ensure the focus of care is on the needs of Aboriginal clients within the context of their cultural identity and social circumstances.</li> <li>• Work within the OVAHS team providing a quality and client focused environment.</li> </ul>

<b>3. PREREQUISITES AND KEY SELECTION CRITERIA</b>	
<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Current registration with the Australian Health Practitioners Regulatory Authority – (AHPRA) as a Registered Nurse with at least 1 years post graduate nursing experience.</li> <li>2. Practice within clinical standards and quality of care, which is effective, efficient and in accordance with best practice and agreed standards and policies.</li> <li>3. Demonstrate a level of knowledge congruent with the clinical management and support of clients with various conditions and illnesses.</li> <li>4. Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas.</li> <li>5. Demonstrated knowledge, competence and attitude required to provide PHC nursing within a patient centred and culturally appropriate approach to care</li> <li>6. Ability to work collaboratively and effectively as a part of an internal and wider external team in the provision of care.</li> <li>7. Skill set applicable to providing health promotion and education</li> </ol>

	<p>about many aspects of the disease process and healthy lifestyles to community members.</p> <p>8. Proficient in obtaining optimum use of Medicare Benefits Schedule as part of the process of patient care.</p> <p>9. Written and computing skills of a level congruent with developing and evaluating detailed care plans and for preparing reports for management.</p> <p>10. Have the ability to function as a team member and also with the capacity to work without supervision.</p> <p>11. Are able to work for short periods under extreme weather conditions when on outreach and community visits.</p>
<b>Desirable</b>	<p>1. Previous experience working in a primary health care setting.</p> <p>2. Postgraduate/certificate level in a relevant PHC area.</p>

#### **4. LEGAL COMPLIANCE**

- Able to produce a current National Police Clearance (current within the previous 3 months).
- Hold and maintain a current C-Class Drivers license.

#### **5. POSITION DUTY STATEMENT**

1. Be accountable for the safe, efficient, and effective use of resources, including assisting with forward planning for OVAHS.
2. Perform clinical duties, as part of the clinic team, in all areas of the health service, including general nursing care, emergency care and stabilisation, child health, chronic disease, antenatal, sexual health, and screening programs.
3. Follow best practice in clinical management of clients including recall, treatment, education, counselling and consulting with specialists and GP's.
4. Ensure coordinated patient care by maintaining assessment and pathology schedules, referring to and working with allied health services, supporting patient self-direction in health care plans and preparing for visiting specialists clinics.
5. Provide support, training and education to OVAHS staff to increase knowledge and management of any area of expertise.
6. Participate in completing the Medicare Benefits Schedule items including, but not limited to, 715; 721; 723 and 732.
7. Provide education to clients in disease prevention, management of health conditions and treatment requirements.
8. Participate in the development, presentation, evaluation and written reports of health programs and services.

9. Promote OVAHS service areas: Sexual Health, Maternal and Child Health, Women's Health and the Social Support Unit services to clients and initiate referrals.
10. Provide support and assistance to visiting Specialists, Allied Health Professionals and other health agencies.
11. Work with external agencies to deliver best practice client care including: Community Health, Mental Health, Department of Child Protection, Environmental Health, Home and Community Care, Home Care Nurse and Hospital Services.
12. Maintain a clean and hygienic environment and participate in auditing, restocking, calibrating, and quality assurance and control activities.

## **6. ALL STAFF DUTY STATEMENT**

### General Duties

- Follow the policies and procedures documented in the OVAHS Quality Management System (QMS) and practice in accordance within guidelines, standards, code of ethics/conduct and statutory requirements applicable to your role as an OVAHS employee.
- Behave in a manner appropriate and respectful to local culture including gender sensitivities during work time and while representing OVAHS in the community.
- Participate in professional development activities and supervision as required.
- Undertake specific after-hours work, including attendance at training as required.
- Attend internal and external meetings as requested.
- Undertake relevant and appropriate multi-functional duties.
- Report relevant clinical cases or issues to line manager which may have possible legal implications.
- At all times maintain a professional relationship with patients, other employees, and visitors to OVAHS.
- Promote positive public relations with patients, peers, government and non-government agencies and services to achieve equitable outcomes for patients.
- Perform other duties as directed by Senior Management.

### Governance: Organisational Safety and Quality Requirements

- Participates in the maintenance of a safe work environment and recognises acts on risks.
- Participates in an annual performance development review.
- Supports the delivery of safe and effective patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the ISO 2015: 9001 and RACGP Accreditation and the delegations on the Quality Management System (QMS).
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with credentialing, Government Standards of Health Care Provision, OVAHS Organisational and, Area / Program specific policies and procedures.

- Abides by the OVAHS Code of Conduct, National Health Practitioners Boards' Codes and Guidelines, Occupational Safety and Health Legislation, Disability Services Act, Road Traffic Act and the Equal Opportunity Act.

**Governance: Cultural Safety and Quality Requirements**

- Participate in cultural safety and competence training and staff development.
- Respect and abide by the direction of Aboriginal employees in matters related to cultural safety.
- Support language access and communication.
- Forward grievances and complaints to allocated Senior Aboriginal employee.
- Support the input and participation, from the Aboriginal community and patients, in the development of continuous quality improvement in culturally safe services.

**Administrative Duties**

- Maintain statistics, administrative records, and client documents as per OVAHS policies and procedures.
- Produce report for OVAHS and funding bodies as required.
- Ensure maintenance of equipment and resources, including clinical equipment, IT equipment, vehicles and phones.
- Perform office duties including, but not limited to, photocopying, faxing, laminating, processing paperwork and produces minutes for meetings as requested.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.*

**7. Certification**

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.  
As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:

Position:

Signed: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Name:

Position: Chief Executive Officer

Signed: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

NAME	DATE APPOINTED TO POSITION	SIGNATURE	DATE