



Ord Valley Aboriginal Health Service | Aboriginal Corporation | ICN 275
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JOB DESCRIPTION FORM

1. GENERAL DETAILS	
Position Title	Enrolled Nurse - Generalist
Area/Unit	Clinic
Reports to	Practice Nurse Manager
Award	Nurses Award 2020
Employment type	Full time

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

3. PREREQUISITES AND KEY SELECTION CRITERIA	
Essential	<ol style="list-style-type: none"> 1. Current registration with the Australian Health Practitioners Regulatory Authority – (AHPRA) as an Enrolled Nurse. 2. Practice within clinical standards and quality of care, in accordance with national nursing competency standards for Enrolled Nurses. 3. Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas. 4. Knowledge of Aboriginal Community Controlled Health Organisations. 5. Demonstrated competent nursing practice, transferable to an Aboriginal Community Controlled PHC practice setting. 6. Understand quality and risk management in a health care practice. 7. Demonstrate effective interpersonal skills and intermediate level written and computing skills. 8. Can function as a team member and with the capacity to work without supervision. 9. Can work for short periods under extreme weather conditions when on outreach and community visits.
Desirable	<ol style="list-style-type: none"> 1. Previous experience in a primary health care setting. 2. Experience working in a remote area with Aboriginal people. 3. Previous experience working in primary health care services.

4. LEGAL COMPLIANCE

- Able to produce a National Police Clearance
- Hold and maintain a current C-Class Driver's 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 and community programs.
3. Perform Medicare benefits schedule items including, but not limited to, 715; 721; 723 and 732.
4. Provide education to clients in disease prevention, management of health conditions and treatment requirements.
5. Follow OVAHS clinical policies and procedures for recording in clients' medical records.
6. Participate in the development, presentation, evaluation and written reports of health programs and services.
7. Promote OVAHS service areas: Sexual Health, Maternal and Child Health, Women's Health and the Social Support Unit services to clients and initiate referrals.
8. Provide support and assistance to visiting Specialists, Allied Health Staff, and other health agencies.
9. 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.
10. Assist in client follow up and liaise with other agencies as needed.
11. Liaise with the Specialist Clerk to organise referrals to allied health clinics.
12. Liaise with the Clinic Coordinator to arrange field officers for client transport to and from the clinic.
13. Maintain a clean and hygienic environment in the clinic and participate in maintaining, restocking, calibrating, and replacing clinic stores and equipment.

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.
- Attending 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 recognizes 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 producing 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:

Signed: _____ **Date** ____/____/____

NAME	DATE APPOINTED TO POSITION	SIGNATURE	DATE