

**Position Details**

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| **Position Title** | Registered Nurse Division 1 Practice Nurse OREndorsed Enrolled Practice Nurse |
| **Mode of Employment** | Part Time Fixed Term 0.6 EFT (24 hours / week)Maternity relief – 12 months |
| **Award/EBA** | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020

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| **Classification** | Registered Nurse Division 1, Grade 2 OREndorsed Enrolled Nurse |
| **Hourly Rate** | Dependent on Classification |
| **Salary Packaging** | Up to $15,900 per annum is available. Other eligible packaging items may apply. |
| **Department / Team** | Nursing |
| **Location** | Ashburton, Hawthorn, Richmond |
| **Reports to** | Manager Nursing Services |
| **Probationary Period** | A three month probationary period will apply |
| **Working with Children Check required** | Yes |
| **Medicare Registration****Provider number required** | N/A |
| **Professional Registration required** | Current Registration with Australian Health Practitioner Regulation Agency AHPRA |
| **Police Check required** | Yes |
| **Driver’s Licence required** | Yes |

**Position Summary**

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| **Organisation Background** | Access Health and Community (AccessHC) is the new name for Inner East Community Health Service and Manningham Community Health Service. AccessHC operates in the Cities of Boroondara, Manningham and Yarra offering a range of medical, health and community services.AccessHC is a not for profit organisation with caring at its centre. Employing over 250 staff, our Mission is to build healthier lives together with our communities and deliver excellent health services for all. A high priority is placed on improving the quality of our client’s lives through health education and health promotion and the delivery of integrated services. Whilst the majority of services are provided through funding from Federal and State Government programs, private practitioners also operate at the clinical sites. AccessHC maintains the following Values:**Equity** - *We believe everyone is entitled to good health***Collaboration** -*We work together to achieve our goals***Integrity** -*We act honestly and ethically at all times***Accountability** -*We take ownership of our actions and behaviours to ensure we achieve our goals***Innovation** -*We drive innovation for better care***Excellence** - *We strive to be the best at what we do.* |
| **Position Purpose** | Provide clinical nursing services to clients attending the AccessHC medical practice. The three sites are Richmond, Hawthorn, Ashburton. In this position the nurse will work across the medical services and it is desirable the nurse will have flexibility to cover for annual and sick leave. |

**Position Functions**

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| **Key areas of accountability** | Provide clinical nursing services to clients attending the clinics, including: o Triage/Assessment o Immunisations o Wound Care o Collection of pathology specimens o ECG’s * Coordination, Implementation and support of the GPs in disease prevention and management of chronic disease by preparing health assessments and chronic disease care plans.

Provide a link between services and patients, through networking and liaising with: o Hospitals and clinics o Home Visiting Services o Aged Care Assessment Teams o Allied Health Providers * GPs / Specialists
* Yarra City Council
* Boroondara City Council
* Manningham City Council

Management of the clinical environment by assisting the service to meet relevant standards and legislative requirements in: * Knowledge and maintenance of recall and reminder system
* Infection control / Sterilization
* Cold chain management
* Records management
* Occupational health and safety
* Accreditation processes

Provide support to practice management in the following areas: * Computer skills-appointments / data entry
* Stock control of medical supplies and equipment
* Scheduling and documentation of routine maintenance or repair of medical equipment
* Knowledge of MBS item numbers
* Completion of audits associated with the above

Immunisation certificate, knowledge of Medical Director and Pracsoft Software would be an advantage. |
| **Other responsibility areas (all staff**) | ***Quality and Risk Management***Develop and maintain a sound knowledge of and commitment to AccessHC policies and procedures. |
| ***Occupational Health and Safety***Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required. |
| ***Professional Development***Actively participate in relevant continuing professional development as required. |
| ***Standard of Conduct***To abide by the policies and procedures of AccessHC applicable to the maintenance of good order and conduct. To maintain a harmonious and courteous attitude towards clients, the public and other staff. |

**Position Requirements**

**Applicants are required to provide a written statement addressing the Key Selection Criteria (KSC) with the cover letter.**

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| **Key Selection Criteria** | *M = Mandatory**D = Desirable* |
| Division 1 Registered Nurse – Current Registration with AHPRA Division 2 Registered Nurse - Current Registration with AHPRA  | **M** |
| Minimum two year experience as a Division 1 or Division 2 Registered Nurse  | **M** |
| Excellent interpersonal, written and verbal communications skills  | **M** |
| Ability to work independently and as part of a multidisciplinary team  | **M** |
| Ability to prioritise and organise | **M** |
| Demonstrated commitment to ongoing professional development  | **M** |
| Computer literacy | **M** |
| A willingness to learn new skills and work across 3 sites | **M** |

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| **Application Details** | **For further information contact:**Name Cath HastingsManager Nursing ServicesTel No. 0408 553 715**To apply online, please visit the advertisement on** [**www.seek.com**](http://www.seek.com) **and submit your application by attaching two documents.** **Applications should include a cover letter, with a statement addressing the KSC and a resume.** |

**I have read and understand the above Position Description:**

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**Signed Name Date**

***Access Health & Community is a CHILD SAFE ORGANISATION***