



**POSITION DESCRIPTION**

<b>Position:</b>	Practice Nurse
<b>Name of Incumbent:</b>	
<b>Last Date Reviewed:</b>	November 2025

**Organisational Structure**

Employment Type	Reports to	Direct Reports	PD Approved by
Permanent Part-time Nurses Award 2010	Nurse Manager	Nil	Practice Principals

**Position Purpose**

The Practice Nurse is responsible for ensuring the smooth and efficient functioning of Waikerie General Medical Practice (the Practice) and providing an exceptional standard of care to our patients. The Practice Nurse works as an integral part of a team offering support to all staff and doctors through quality nursing procedures, promoting and supporting patient's recovery.

In collaboration with doctors and Practice personnel, the Practice Nurse provides physical and psychological support to patients, carers and families.

## Responsibilities and Measures of Success in the Role

Key Result Area	Responsibility / Task	Measurement of Success (Key Performance Indicators - KPI's)
Clinical	<ul style="list-style-type: none"> <li>▪ Respect and maintain patient confidentiality at all times.</li> <li>▪ Assess and identify patient requirements including urgent needs, and liaise with doctors accordingly.</li> <li>▪ Promote patients' independence by establishing patient care goals.</li> <li>▪ Provide routine patient care including:               <ul style="list-style-type: none"> <li>○ Triaging</li> <li>○ 12 Lead ECG</li> <li>○ Venepuncture</li> <li>○ Dressings</li> <li>○ Immunisations and Injections</li> <li>○ Ear syringing</li> <li>○ Spirometry</li> <li>○ Nebulisers</li> <li>○ Holter Monitor</li> <li>○ Ambulatory Blood pressure monitoring</li> <li>○ Chronic disease management</li> </ul> </li> <li>▪ Assist doctors with routine procedures and maintain clinical documentation.</li> <li>▪ Conduct home visits</li> <li>▪ Adhere to infection-control policies and protocols, medication administration and storage procedures and controlled substance regulations.</li> <li>▪ Maintain awareness of current and new legislation to ensure the Practice complies with all statutory and regulatory obligations.</li> <li>▪ Maintain safe and clean working environment.</li> <li>▪ Maintain patients' data</li> <li>▪ Support doctors' effective time management by including:               <ul style="list-style-type: none"> <li>○ Liaison with patients re x-ray and/or pathology results;</li> <li>○ Prioritising urgent and non-urgent appointments (to the benefit of the patients)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Perform all aspects of the role in a respectful and trustworthy manner.</li> <li>▪ Provide empathy and nurture patients so they can openly express their presenting problem/concerns</li> <li>▪ Educate patients and carers re condition, medications, self-care skills etc.</li> <li>▪ Comply with procedures, rules and regulations. Ensure sterilisation procedures are adhered to including proper disposal of contaminated sharps.</li> <li>▪ Adherence to all protocols and controlled substance regulations.</li> <li>▪ Ensure doctor's instructions (relating to results/correspondence) are dealt with prior to being actioned in database.</li> <li>▪ Appropriate clinical equipment levels maintained in good working order at all times.</li> <li>▪ Adequate drugs, medical stock and clinical supplies are ordered and maintained in accordance with Practice protocols.</li> <li>▪ Maintain nursing registration, current clinical skills competency and technical knowledge at all times.</li> <li>▪ Maintain awareness of current evidence and research on clinical practices and inform/educate other practice staff.</li> <li>▪ Compliance with procedures, rules and regulations at all times.</li> <li>▪ Medication management meets Federal, State and Territory requirements.</li> <li>▪ Establish rapport and maintain a cooperative relationship among nursing staff, office staff and doctors.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Assessing the need for a patient to converse with the doctor, providing reassurance if a doctor's intervention is not required</li> <li>▪ Assist in the transportation of patients to hospital</li> <li>▪ Demonstrated commitment to continuing education, professional development.</li> <li>▪ Demonstrated teamwork with all Practice personnel</li> </ul>	
Performance and Development Review	<ul style="list-style-type: none"> <li>▪ Positively participates and contributes to the organisations Performance and Development Review program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete self-assessments as required</li> <li>▪ Constructively and positively participate in performance discussions</li> </ul>
Quality and Compliance	<ul style="list-style-type: none"> <li>▪ Contributes to business improvement/quality programs.</li> <li>▪ Ensures a safe working environment for all employees by compliance with all relevant Work Health &amp; Safety and Equal Employment Opportunity obligations.</li> <li>▪ Complies with the Practice's policies and procedures.</li> <li>▪ Ensures conduct at all times is professional, reputable and in accordance with philosophy and direction of the Practice.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Compliance with all Health &amp; Safety and Equal Employment Opportunity obligations.</li> <li>▪ Knowledge, understanding and compliance with policies and procedures, standard operating procedures and protocols.</li> </ul>
Public Relations	<ul style="list-style-type: none"> <li>▪ Proactively promote the public profile of the Practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive client/patient feedback</li> <li>▪ Participation in and/or support of Practice events, programs and initiatives.</li> <li>▪ Compliance with the Practice Code of Conduct.</li> <li>▪ Ensure patient advocacy is supported by public relations activities</li> </ul>

## Working Relationships

### Internal

- Management & Staff
- All Doctors and Practice Principles

### External

- Patients, their families and/or carers

## Specific Skill Requirements / Qualifications / Qualities

### Essential

- Current Registration with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered General Nurse/Enrolled General Nurse.
- Child Related Employment Screening, Vulnerable Person-Related Screening and National Police Clearance required
- Highly organised, resourceful, confident with ability to work under pressure and in emergency situations
- Triage skills and the ability to respond to patient needs in a courteous and helpful manner under a variety of conditions
- Ability to converse with people from various cultural backgrounds
- Ability to work with minimal supervision
- Proficient telephone skills to ensure clear, concise and respectful communication.
- Exceptional record keeping skills
- Willingness to further education to maintain and enhance skill base.
- Intermediate to advanced computer skills and knowledge
- Current South Australian Drivers Licence

### Desirable

- Understanding of medical equipment and medical consumables required by a medical practice

### Working Conditions

- Based in Waikerie
- Uniform provided

### Special Note:

The above statements are intended to describe the general nature and level of work required by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills to perform the role.