



## POSITION DESCRIPTION

Position Title	Registered Nurse
Reporting to	Team Leader – Health Services
Liases with internally	All employees
Liases with externally	Government organisations, specialists, allied health, pathology, radiology, clients.
Purpose of the position	This position provides clinical care within a primary healthcare setting, with a focus on bridging the gap between mainstream health services and the Aboriginal Community.
Selection Criteria	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Nursing.</li> <li>• Current Registration with the Australian Health Practitioner Regulation Agency (AHPRA).</li> <li>• Minimum two years’ experience as a Registered Nurse in a clinical setting.</li> <li>• Experience in childhood immunisation and cold chain management.</li> <li>• A comprehensive understanding of the health issues impacting the lives of Aboriginal and Torres Strait Islander people, with a strong commitment to improving their health outcomes.</li> <li>• Demonstrated ability to engage effectively with Aboriginal and Torres Strait Islander clients and provide them with culturally safe and sensitive services.</li> <li>• Demonstrated ability to maintain confidentiality regarding patient and practice information.</li> <li>• Proficiency in documentation writing, with demonstrated ability to develop, organise and maintain accurate clinical records and reports.</li> <li>• Demonstrated computer proficiency, including use of all Microsoft Office applications, clinical record and data systems.</li> <li>• Highly developed organisational skills and capacity to prioritise competing demands.</li> <li>• Effective conflict resolution skills, negotiation, mediation and decision-making skills.</li> <li>• Ability to treat clients/families with dignity, displaying calmness and humility.</li> <li>• Client-focused approach in service provision with genuine empathy and interest in their needs. Always displays professionalism, especially in difficult situations.</li> <li>• Able to adapt communication style to deal with diverse audiences.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Current Working with Children Check, Working with Vulnerable People Registration and National Police Check.</li> <li>• Current Drivers Licence.</li> <li>• Being vaccinated against Covid-19 is an inherent requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The incumbent must remain up to date with current ATAGI (Australian Technical Advisory Group on Immunisation) national advice regarding vaccines and booster shots.</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Aboriginality*.</li> <li>• Experience using Communicare.</li> <li>• Experience with Venepuncture.</li> </ul>
Behaviours Required	<ol style="list-style-type: none"> <li>1 Innovative and strategic thinking</li> <li>2 Client focused</li> <li>3 Solutions driven</li> <li>4 Honesty and Integrity</li> <li>5 Self-motivated</li> </ol>
Organisational Values	<ol style="list-style-type: none"> <li>1 Deliver excellence through quality service provision, collaboration and measuring outcomes.</li> <li>2 Be passionate, caring and respectful in everything that we do.</li> <li>3 Be a socially responsible, culturally supportive presence in each of our communities.</li> <li>4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better.</li> <li>5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes.</li> <li>6 Contribute to shared learning through research and partnerships.</li> </ol>
Key Performance Indicators	<p><b>Day to Day / General</b></p> <ul style="list-style-type: none"> <li>• Infection control management adhered to without exception.</li> <li>• Perform pre-consult assessments and observations on existing and new clients within 10 minutes of their arrival.</li> <li>• Ensure all medications are administered accurately and appropriately without exception.</li> <li>• Ensure all delivery services adhere to all of SCMSAC's policies and procedures.</li> <li>• Remove and dispose of sharps containers on a weekly basis as per SCMSAC procedures.</li> <li>• Maintain supplies and check the doctor's bag once a week, add required equipment within 24 hours.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Compliance with National KPIs to report to NSW Health and client care requirements.</li> <li>• Participate in CQI activities on an ongoing basis.</li> <li>• Cold chain management, twice daily.</li> <li>• Recognise, report and respond appropriately to changes in the health of clients, in compliance with all policies and procedures 100% of the time.</li> <li>• Ensure all client and practice information is kept 100% confidential.</li> <li>• Maintain clear lines of communication with colleagues, other health professionals and contractors.</li> <li>• Stock ordering every carried out on the last day of every month via the designated order form.</li> <li>• Comply with the Nursing Profession Code of Ethics.</li> <li>• Consistently maintain knowledge of relevant Laws, Acts, Regulations, Standards, Charters, and competencies which affect Australian nursing care practices in line with AHPRA.</li> <li>• Attend relevant meetings. Be punctual, prepared, and ready to participate.</li> <li>• Actively participate in monthly documented support and supervision sessions.</li> <li>• Participate in relevant annual performance reviews.</li> <li>• Other duties as reasonably directed by the CEO or delegate.</li> </ul> <p><b>Communication and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Maintain client confidentiality.</li> <li>• Communicate in a professional and respectful manner.</li> <li>• Report matters in line with SCMSAC's Notifiable Events Policy.</li> <li>• Participate in decision-making and joint problem solving.</li> <li>• Build positive partnerships, both internally and externally.</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• Utilise IT Systems and equipment in line with SCMSAC policy and procedure.</li> <li>• Collect and analyse data, specific to your role.</li> </ul> <p><b>Continuous Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Actively participate in organisational continuous quality improvement initiatives.</li> <li>• Actively participate in the implementation of outcomes from program quality audits.</li> <li>• Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role.</li> </ul>

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	<p><b>Child Safety</b></p> <ul style="list-style-type: none"> <li>• Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> <li>• Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> </ul> <p><b>Workplace Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Adhere to WHS obligations as outlined in our WHS Policies/Procedures.</li> <li>• Comply with relevant PPE requirements for your role.</li> <li>• Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.</li> </ul>

*\*Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*

### Employee Acceptance

I, \_\_\_\_\_, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

Name/Role	Signature	Date
Name/Role	Signature	Date