



**Yeppoon Family Practice**  
48 Normanby Street (PO Box 376) Yeppoon QLD 4703  
Ph 07 4939 3501 Fx 07 4939 2837

**The Family Practice Emu Park**  
Cnr Hill & William Streets, Emu Park QLD 4710  
Ph 07 4938 7387 Fx 07 4938 7388

**The Family Practice Zilzie**  
28 Cocoanut Point Drive, Zilzie QLD 4710  
Ph 07 4938 8388 Fx 07 4938 8300

## Registered Nurse in General Practice Position Description

### Our Practice

The Family Practice has provided holistic and accessible high quality health care to the community of the Capricorn coast since 1975. The practice is owned by seven GPs (Dr Julie Burke, Dr Scott Cooling, Dr Michael Donohue, Dr Julian Gregory, Dr Kaverjit Gujral, Dr Nick Wong and Dr Geraldine Young) and operates across three practice locations in Central Queensland:

- Yeppoon Family Practice, 48 Normanby Street, Yeppoon
- The Family Practice (Emu Park), Cnr Hill and William Streets, Emu Park
- The Family Practice (Zilzie), Cocoanut Drive, Zilzie
- Complete Skin Solutions, 134 Elphinstone Street, Rockhampton

### Mission Statement

To provide holistic, accessible high quality care, in partnership with our community and patients, being mindful of the physical, psychological, and spiritual well-being of the individuals and families in our care.

### Selection Criteria

#### Position Requirements

Essential qualifications, skills and knowledge

- Registered nurse licensed to practice in Queensland
- Experience working in a primary health care setting
- Experience working with older people and people with chronic illnesses
- Excellent communication skills with patients, their families and with the other members of the general practice team.
- Able to work as part of a small team

Desirable

- Current driver's license
- Previous experience in the use of Best Practice medical software
- An understanding or experience in general practice accreditation and standards

### Key Responsibilities

#### 1. Demonstrates comprehensive and accurate knowledge and skills in providing episodic and ongoing care that is responsive to individual and group circumstances and environments.

- Conducts accurate comprehensive assessment of individuals and groups presenting without appointments to improve outcomes and minimise adverse events
- Assesses and develops health care plans that direct health care interventions and activities by others
- Provides care in the general practice environment as well as in homes and other community settings

- Identifies and provides comprehensive physical, psychosocial and emotional care for individuals and groups
- Conducts health care clinics
- Provides health care services in accordance with Medicare Benefits Schedule conditions
- Assists with minor procedures undertaken by the general practitioner.

**2. Initiates and conducts comprehensive health maintenance and health promotion in partnership with individuals, groups and the general practice team.**

- Undertakes health screening and health monitoring activities such as cardiac assessment including electrocardiographs and stress tests
- Involved in chronic disease management activities such as preparing a management plan, coordinating care, and providing education about self-help strategies
- Provides timely and accurate information and education
- Undertakes care planning and reviews
- Conducts immunisation, wound care and chronic disease management clinics.

**3. Conducts diagnostic activities in collaboration with the general practice team.**

- Demonstrates proficiency in health assessment skills
- Checks diagnostic results against client symptoms and previous results.

**4. Provides evidence based information, resources and education to assist individuals, groups and families to make health care decisions.**

- Ensures that all information about chronic disease management, immunisation and wound care is accurate according to reliable sources
- Considers the ongoing implications of the health of individuals and groups beyond the immediate episode of care
- Regularly reviews and updates individuals and group information and resources.

**5. Uses best available research to inform clinical care management.**

- Collaborates with the division of general practice, general practice and health product provider representatives to access current information
- Initiates changes to practice guidelines and protocols based on evaluation of research outcomes and evidence
- Participates in research taking place in the general practice setting.

**6. Coordinates and reviews programs, registers and systems to facilitate quality individual and group health care outcomes.**

- Ensures that recall registers, pathology systems and individual and group documentation systems are continuously reviewed to achieve optimal outcomes
- Collaborates with individuals, groups, general practitioners, other general practice staff and health care providers in the development and review of guidelines, protocols or templates
- Monitors infection control processes in the general practice including compliance with sterilisation guidelines
- Maintains the cold chain systems and other medicine storage systems
- Participates in practice accreditation processes.

**7. Demonstrates proficiency in the use of information management technology and systems to inform clinical care management.**

- Understands the funding, billing and business systems used in the general practice
- Participates in practice accreditation processes
- Updates practice and clinical policies and procedures.

**8. Ensures clinical nursing decisions are communicated to the general practice team.**

- Appropriately refers clients to general practitioners
- Collaborates with general practitioners to develop guidelines and protocols
- Is actively involved in community meetings, case conferences and care planning.

**9. Participates in shared decision making about care delivery with individuals, groups and members of the general practice team.**

- Attends and contributes to practice meetings
- Addresses safety and quality issues for individuals, groups, and others working in the general practice.

**10. Recognises the need for ongoing education and training to maintain competence for nursing practice.**

- Uses self assessment and peer review to regularly assess own competence for practice within the agreed scope of practice
- Identifies the need for updated knowledge base for practice
- Supervises both enrolled and other registered nurses, and students of general practice health care
- Educates nurses and students of general practice health care
- Maintains skills in cardiopulmonary resuscitation and other first aid required in the setting.

The Competency Standards for Nurses in General Practice have been used as a framework for this job description. Note that not all the units of competency are included in this job description although nurses have a professional responsibility to meet all the units.

## Position Review

This position reports to the Practice Manager (or delegate: Team Leader / Nurse Supervisor).

This position will be reviewed in three months initially and then on an annual basis

## Applicants require

Current CPR training undertaken within the past three years or willingness to participate in such training

- A current Criminal Record Screening
- Work rights in Australia or be eligible for such

## Hours of work

The ordinary hours of the business is

- Monday to Friday 7.30 am to 6.30 pm
- Saturday 8.00 am to 1.30 pm
- Sunday 8.30 am to 12.00 pm

Employees are required to work a range of shifts (staggered start and finish times) on a roster basis to ensure the ordinary hours of the practice is staffed adequately.

From time to time the employee may be required to work reasonable additional hours, as necessary to fulfil the requirements of the position, or as requested by the employer. This may include working outside of business hours, during weekends and / or on public holidays.

### Appointment factors

The successful applicant will be required to:

- Undertake a pre-employment interview
- Provide appropriate references for contact as requested by the practice
- Participate in the practice orientation or induction program
- Participate in a performance appraisal process as required
- Actively contribute to the development of a culture consistent with the values of our practices (YFP Management Services Trust).

### Acceptance of position description

I, \_\_\_\_\_, have read and understood this position description and accept the requirements and responsibilities of my position with YFP Management Services Pty Ltd (ACN 110 125 936) as trustee for YFP Management Services Trust (ABN 42 842 417 747).

Name
Signature
Date