



MOBILE CLINIC REGISTERED NURSE

POSITION DETAILS

Position Title: Mobile Clinic Registered Nurse
Position Number: CS012
Department: Clinical Services
Reports to: Manager Clinical Services
Position Term: 12 Month Fixed Term Contract. Renewed annually subject to funding

PREAMBLE

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.

Working at Bega is not just a job - it is a commitment.

PRIMARY PURPOSE

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE _____ **DATE** _____

This Duty Statement is certified as current by the Chief Executive Officer as at ____/____/____

Wayne Johnson
Chief Executive Officer.



POSITION ACCOUNTABILITIES

| KRA | Accountabilities |
|-----------------------|--|
| Professional Services | <ul style="list-style-type: none">• Provide support and assistance to AHW's, Doctors and other Clinical staff• To supervise day to day activities and provide guidance to the clinic staff (including staff working remotely)• Ensure that stock levels are maintained throughout the clinical area. This includes all doctor's rooms, pharmacy, resuscitation room and treatment rooms• To provide support structure which ensures all reporting and recording requirements are met on time• Facilitate continued training and professional development of all AHW's and students• Ensure confidentiality is maintained within the Health Service Department in accordance with the Privacy Act 1998• Assistance to any clinic staff issues utilising the protocol and procedures guidelines• Participation in updating of protocols and procedures in accordance with the accreditation guidelines• Liaise with allied health professionals and specialists as required• Ensure good rapport and communication with external health service providers and organisations• Assist with new staff and student orientation and preceptorship• Conduct staff performance reviews as required• Ensure all client recall systems and accurate computer records are maintained at all times• Maintain an awareness of developments in the area of primary health care and community responses and strategies• Actively encourage and promote continuous improvement• Management of Spills while working in the clinic during business hours, 8.30am to 4.30pm |
| Administration | <ul style="list-style-type: none">• Assist as necessary towards ensuring financial records are accurately kept• Participate in Health Services Staff and team meetings as required• Prepare such reports as deemed necessary from time to time by the Manager Clinical Services and Manager Health |



| | Programs |
|--------------|--|
| Other Duties | <ul style="list-style-type: none">• To undertake the duties and responsibilities of the role in the context of cultural awareness.• Undertake personal and professional development and training as required, and keep informed about current practice and research.• Represent Bega Garnbirringu Health Services in all matters in a professional, ethical and client focused manner.• Assist in the OH&S Risk Management process by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace. |



POSITION PARAMETERS

Education & Experience:

Current registration as a Registered Nurse with the Nurses Board of WA

At least two years experience in a health care facility

Skills & Abilities:

Demonstrated ability to plan, manage and control workloads and resources to meet priorities, deadlines with minimal supervision

High level communication and interpersonal skills

Moderate level computer usage skills including Micro Soft Office Suite

Ability to function and participate as part of a team and to contribute to team building

Ability to travel for work

Ability to work outside normal working hours

Cross cultural sensitivity and understanding of issues affecting Aboriginal Communities and people

Behavioural Competencies:

Demonstrate a high commitment to Aboriginal Social and Emotional Well being and customer service

A high level of integrity and ethical practice

Adaptable and flexible

Energy and initiative

Customer service, responsiveness and team focus

Stress tolerance

Professional manner

Self motivated and proactive

Ability to assess and identify areas for improvement and development across the organisation

Attention to detail

Objective:

To participate and abide by the Bega commitments, principles and values as portrayed under the Bega Mission Statement.



APPENDIX I:

Additional Information with regard to Mobile Clinic Project

The worker will be required to:

- Consult with the communities about timing of the project visits
- Organise appropriate accommodation for the project team for each visit
- Develop supportive relationships for the project in each area
- Be aware of local conditions, needs and changes that might affect the project implementation in each area
- Keep a census of people living in the region and ensure they are aware of the project and offered the opportunity to participate
- Ensure that the Project Management team is aware of the number of people in each region and local conditions or needs to allow effective planning and that sufficient medical, art and other supplies are provided for each regional visit
- Supervise and support the Medical Students, local medical staff, clinical and arts volunteers while they are in the field during implementation in each area.

Clinical Duties will include:

- Data collection
- Health screening
- Participant follow up and data management under the supervision of the Project Doctor

Clinical Data collection will include:

- Demographic information
- Past medical, family and treatment history
- Physical examination
- Blood pressure measurement.
- Blood test for random blood sugar and lipids using finger prick blood samples and portable glucometer.
- Fingerprick blood sample for Haemoglobin A1C
- Blood test for random haemoglobin using finger prick blood samples and portable haemoglobin meter.
- Dipstick urine test

Health promotion duties will include:

- Plan, organise and conduct workshops for community members with the Mobile Clinic team and artists in residence to educate the community about strategies to prevent or reduce the effect of diabetes and kidney disease.
- Vehicle Management Duties
- Train and acquire Medium Rigid, heavy vehicle license.
- Be responsible to daily cleaning and maintenance of the Mobile Clinic vehicles including all vehicle logs and cleaning duties.