



## Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

*With Compliments*

### Position Application Package

**Position Name:** Registered Nurse - Clinic

**Position No (If applicable):** N/A

**Contact Name:** Alicia Stewart

**Telephone:** (02) 65602355



## General Conditions of Employment

- Position:** Registered Nurse - Clinic
- Position No (If applicable):** N/A
- Award:** Nurses award 2020
- Classification:** Grade 2 - Level 1 to Level 4
- Salary:** \$73,606 to \$77,321 per annum
- Award entitlements:** Uniform allowance
- For Identified positions:** Pursuant to Section 14D of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.
- Benefits:** 9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.
- Employment clearances:** Selection criteria - see page 10.
- Application:** Email to: [hr@durri.org.au](mailto:hr@durri.org.au)
- Or post marked confidential to:** Application Human Resources  
Durri Aboriginal Corporation Medical Service  
PO Box 136  
Kempsey NSW 2440
- Closing Date:** Thursday 17 June 2021 at 5.00 pm

## Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

For over 40 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation:

<http://macleayvalleycoast.com.au/>

<http://www.nambuccatourism.com.au/>

**Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.**

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

**1. Completed position application form** - see page 5.

**2. Covering letter**

A covering letter not exceeding one page is required.

**3. Resume**

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

**4. Selection criteria** - see page 10.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

***If you do not address each selection criteria your application will not be considered.***

## **5. Supporting information**

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

### **Late Applications**

Late applications will not be considered for interviews.

### **Interview**

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

### **Reference Check**

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.



## Position Description

<b>Position Title:</b> Registered Nurse (Clinical) - Male	<b>Business Unit:</b> Primary Healthcare										
<b>Reports To:</b> Practice Manager – Kempsey	<b>Direct Reports:</b> Nil										
<b>Primary Objective:</b>											
<p>This position is responsible for assisting Aboriginal people with a range of health and health related matters, identifying ways to improve health outcomes, providing support and professional nursing standards to all clients to ensure the achievement of agreed program performance indicators and improvement of health outcomes of clients.</p> <p>The key objectives of the role include:</p> <ol style="list-style-type: none"> <li>i. Ensure the delivery of primary health care to the community.</li> <li>ii. Ensure that clinical educational and promotional activities are implemented</li> <li>iii. Support and participate in the development of evidence based clinical pathways to improve coordination of patient care</li> <li>iv. Plan and implement clinical care components and health maintenance through evidence-based practice.</li> <li>v. Ensure Quality Management Systems are appropriately implemented.</li> </ol>											
<b>Position Dimension &amp; Decision-Making Authority:</b>	<b>Key Communication Contacts:</b>										
<p><b>Without referral to manager –</b></p> <ul style="list-style-type: none"> <li>• Routine clinical enquiries from clients and the community</li> <li>• Day to day management needs of the unit</li> </ul> <p><b>After Consultation with manager or others –</b></p> <ul style="list-style-type: none"> <li>• Complex client health problems/issues</li> <li>• Actions outside policy and procedure</li> </ul> <p><b>Referred to managers or others –</b></p> <ul style="list-style-type: none"> <li>• Operational and Capital Expenditure outside of delegation</li> <li>• Complaints and client feedback</li> </ul>	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Practice Manager – Kempsey</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Clinic Staff, GPs, Nurses &amp; AHWs</td> <td>Daily, provide leadership and supervision to the clinic team</td> </tr> <tr> <td>Client and Community</td> <td>As needed – Providing help and advice on health-related problems</td> </tr> <tr> <td>All staff</td> <td>As needed – Support where appropriate</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Practice Manager – Kempsey	Daily – Direction and achievement of accountabilities	Clinic Staff, GPs, Nurses & AHWs	Daily, provide leadership and supervision to the clinic team	Client and Community	As needed – Providing help and advice on health-related problems	All staff	As needed – Support where appropriate
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<b>Key Accountabilities</b>		
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures:</b>
<b>1. Clinical Care and Program Management</b>	<ul style="list-style-type: none"> <li>• Function as point of first contact for clinical operational matters including infection control.</li> <li>• In conjunction with the Practice Manager, assist and participate in the clinic operations in accordance to RACGP accreditation standards</li> <li>• Provide professional supervision and support for enrolled nurses and Aboriginal Health Workers within the clinical environment.</li> <li>• Coordinate and manage the recall and reminder systems for Durri clients.</li> <li>• Coordinate the management of medical supplies for the clinic with relevant pharmaceutical / medical suppliers</li> <li>• To provide appropriate clinical care, including primary health and acute care and clinical advice to clients with specialised support and consultation where needed.</li> <li>• Administer medications in accordance with the Australian Nursing and Midwifery Council standards, regulations and organisations policies and procedures.</li> <li>• Develop and deliver training sessions to ensure all clinical and program staff are knowledgeable and are updated with relevant clinical information where applicable.</li> <li>• Ensure Quality Management Systems are appropriately implemented within the clinical environment.</li> <li>• Perform Health Assessments and conduct General Practitioner Management Plans and Team Care Arrangements for patients.</li> <li>• Assist in registration completion for the Integrated Team Care Arrangement Program</li> <li>• Utilise and provide Point-of-Care Testing for HbA1C and urine ACR</li> <li>• Participate in the development of health promotion and education strategies ensuring feedback from the community is incorporated into planning.</li> <li>• Support the primary person, assigned with the responsibility of cold chain management at the service, when absent</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of KPIs including the number of Health Assessments and General Practitioner Management Plans and Team Care Arrangements provided</li> </ul>
<b>2. Community Care</b>	<ul style="list-style-type: none"> <li>• Liaise and participate in the development of clinical health promotions and education strategies ensuring feedback from the community is incorporated into planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of KPI's including the number of Health Assessments and General Practitioner Management Plans and Team Care Arrangements provided</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure partnerships with local health services and community groups are maintained to maximise Aboriginal health outcomes.</li> <li>• Obtain feedback from the community to ascertain if communicated messages have been correctly received.</li> <li>• Provide education to carer's, community groups and organisations involved in care of patients to ensure effective primary care and early intervention when required.</li> </ul>	
<b>3. Teamwork and Collaboration</b>	<ul style="list-style-type: none"> <li>• Effectively collaborate with team members to ensure that clinical operations are effective and efficient, while maintaining a harmonious team environment.</li> <li>• Participate in monthly clinical team meeting in conjunction with Practice Manager, clinical services, and relevant teams within Durri when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from colleagues</li> </ul>
<b>4. Compliance</b>	<ul style="list-style-type: none"> <li>• Comply and implement clinic compliance with all relevant legislation and regulatory standards to include RACGP accreditation and funding body requirements.</li> <li>• Ensure compliance to all organisational policies, procedures, and legislative requirements.</li> <li>• Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups.</li> <li>• Ensure compliance with relevant WH&amp;S legislation and that any issues are identified and actioned in line with the policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from colleagues, community and stakeholders</li> <li>• Achievement of KPIs including the number of Health Assessments and General Practitioner Management Plans and Team Care Arrangements provided</li> </ul>
<b>5. Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure client data information meets organisational, statutory, and funding body requirements including national key performance indicators.</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> <li>• Achievement of KPIs including the number of Health Assessments and General Practitioner Management Plans and Team Care Arrangements provided</li> </ul>
<b>6. Policy and Procedures</b>	<ul style="list-style-type: none"> <li>• Assist in the development and review of and with policies and procedures in line with industry standards, best practice ideals, legislative requirements, and strategic objectives</li> <li>• Attend all mandatory training requirements and participate in staff performance reviews.</li> <li>• Comply with organisational policies</li> </ul>	<ul style="list-style-type: none"> <li>• Provide consistent and high standards of compliance with policies and best practice</li> </ul>



Key Challenges:	Person Specification:
<ul style="list-style-type: none"> <li>• Improving the health of Aboriginal people within region</li> <li>• Achieving program requirements within agreed deadlines</li> <li>• Achievement of KPIs including the number of Health Assessments and General Practitioner Management Plans and Team Care Arrangements provided</li> </ul>	<p><b>Qualifications &amp; Experience –</b></p> <ol style="list-style-type: none"> <li>1. Registered Nurse (NSW) with minimum 5 years post-graduate experience within a relevant clinical field, (previous experience in General Practice, Emergency Department or an Aboriginal Medical Service would be well regarded).</li> <li>2. Nurse Immunisation Certificate.</li> <li>3. Registration with AHPRA.</li> <li>4. Proven leadership capacity.</li> <li>5. Sound knowledge of community health, public health, and Aboriginal Health.</li> <li>6. Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels.</li> <li>7. Strong interpersonal skills, including the ability to demonstrate empathy when required.</li> <li>8. Demonstrated experience and implementation of Quality Management Systems eg Communicare.</li> <li>9. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.</li> <li>10. Ability to build relationships with all levels of the organisation and the community.</li> <li>11. Continuous developing professional competence and qualifications.</li> <li>12. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.</li> <li>13. Current valid Driver's licence, minimum of Class "C" or equivalent.</li> <li>14. Current First Aid and CPR Certificate.</li> </ol>

## Selection Criteria

### Essential:

1. Registered Nurse (NSW) with minimum 5 years post-graduate experience within a relevant clinical field, (previous experience in General Practice, Emergency Department or an Aboriginal Medical Service would be well regarded).
2. Nurse Immunisation Certificate.
3. Registration with AHPRA.
4. Proven leadership capacity.
5. Sound knowledge of community health, public health, and Aboriginal Health.
6. Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels.
7. Strong interpersonal skills, including the ability to demonstrate empathy when required.
8. Demonstrated experience and implementation of Quality Management Systems eg Communicare.
9. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
10. Ability to build relationships with all levels of the organisation and the community.
11. Continuous developing professional competence and qualifications.
12. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.
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