



## 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

**Contact Name:** Terri Jarrett

**Telephone:** (02) 6598 6800



Durri Aboriginal Corporation Medical Service  
15-19 York Lane  
KEMPSEY NSW 2440  
T: (02) 6560 2300  
F: (02) 6562 7069



Darrimba Maarra Health Outpost  
PO Box 131  
13/42 Bowra St  
Nambucca Heads NSW 2448  
T: (02) 6598 6800  
F: (02) 6598 6833

**All written communications to be addressed to CEO:**  
**PO Box 136**  
**Kempsey NSW 2440**

## **General Conditions of Employment**

<b>Position:</b>	Registered Nurse – Clinic
<b>Award:</b>	Nurses Award 2022 1 July 2022
<b>Classification:</b>	Level 4 Grade 1 – 3
<b>Salary:</b>	\$81,213.60 to \$92,298.96 per annum
<b>Application:</b>	Please click on the link <a href="http://durri.org.au/positions-vacant.php">http://durri.org.au/positions-vacant.php</a> to Durri website to access the Position Application Package.

### **Your application should consist of four parts:**

1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
2. Completed application form
3. Resume
4. Supporting documents

**Completed application 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:** Friday 26 August 2022 by 5.00 pm



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## Application Form

Full Name: .....

Address: .....

Email Address: .....

Contact Numbers: .....

Date of Birth: .....

Drivers Licence:  Yes  No Class: ..... Expiry date: .....

Do you identify as Aboriginal or Torres Strait Islander?  Yes  No

Do you identify as having a disability?  Yes  No

Are you an Australian citizen or permanent resident?  Yes  No

Do you have Working with Children check number?  Yes WWCC No: .....

Do you have a current Police check?  Yes Date: .....

Do you have evidence of Vaccinations?  Yes  No

Have you provided evidence of your Qualifications?  Yes  No

Where did you see this position advertised? .....

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		

## Position Description

Position Title:	Registered Nurse (Clinical)
Reports To:	Practice Manager
Business Unit:	Primary Healthcare
Direct Reports:	Nil
Location:	Nambucca Valley
Primary Objective:	<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> <ul style="list-style-type: none"> <li>• Ensure the delivery of primary health care to the community.</li> <li>• Ensure that clinical educational and promotional activities are implemented</li> <li>• Support and participate in the development of evidence based clinical pathways to improve coordination of patient care</li> <li>• Plan and implement clinical care components and health maintenance through evidence-based practice.</li> <li>• Ensure Quality Management Systems are appropriately implemented.</li> </ul>
Key Accountabilities	
1. Clinical Care and Program Management	<ul style="list-style-type: none"> <li>• To provide leadership to the clinic team on a day to day basis. Function as point of first contact for clinical operational matters including infection control.</li> <li>• In conjunction with the Practice Manager, coordinate 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 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.</li> <li>• Ensure Quality Management Systems are appropriately implemented within the clinical environment.</li> </ul>

	<ul style="list-style-type: none"> <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>• Assist with visiting Specialist and Allied Health Clinics as required.</li> </ul>
2. Community Care	<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> <li>• Ensure partnerships with local health services and community groups are maintained to maximise Aboriginal health outcomes.</li> </ul>
3. Teamwork and Collaboration	<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>• Coordinate and participate monthly clinical team meeting in conjunction with Practice Manager, clinical services, and relevant teams within Durri when required.</li> </ul>
4. Compliance	<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> </ul> <p>Ensure compliance with relevant WH&amp;S legislation and that any issues are identified and actioned in line with the policy.</p>
5. Reporting	<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>
6. Policy and Procedures	<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>

### **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.
13. Current valid Driver's license, minimum of Class "C" or equivalent.
14. Current First Aid and CPR Certificate.

**Desirable**

*Aboriginal people are encouraged to apply and, where found suitable, will be given higher priority. Please ensure that you declare your Aboriginality in your statement, covering letter or CV. In addition to addressing the selection criteria, Aboriginal applicants must demonstrate Aboriginality by supplying either a letter of Aboriginality signed under the common seal from a recognised incorporated Aboriginal or Torres Strait Islander Community organisation such as Land Council or Elders group, Aboriginal Medical Service, or a letter on letterhead from a Local Aboriginal Land Council demonstrating membership of the Council.*