

Practice Nurse

DEPARTMENT: Care Services - Medical Clinic
RESPONSIBLE TO: Practice Manager

The Role:

The Practice Nurse supports the smooth and efficient operation of the Medical Clinic and delivers high-quality, patient-centred clinical care. The role provides support with practice operations, and lead key compliance areas including Infection Control, OHS and Cold Chain Management.

Key responsibilities:

Clinical Care:

- Triage and emergency response.
- Acute assessments, immunisations, venesections, ECGs and diagnostic tests.
- Wound care, minor procedure assistance and medication administration.
- Manage BP and Holter monitoring.
- Maintain safe, clean and compliant clinical spaces and equipment.

Patient Coordination:

- Support patient care planning, follow-up and advocacy.
- Communicate results and arrange required appointments.
- Complete Health Assessments, GPCCMP's and chronic disease reviews.
- Update and maintain accurate electronic health records.

Practice Support & Compliance:

- Prepare rooms, instruments and supplies; maintain stock and doctor's bags.
- Participate in quality improvement, accreditation and risk management.
- Ensure compliance with infection control, sterilisation, cold chain and MBS requirements.
- Provide occasional reception and administrative support.
- Participate in staff meetings and planning of clinic operations.

Safety & Conduct

- Adhere to OHS, infection control and child safety standards.
- Handle sharps, waste and vaccines safely.
- Uphold organisational values, ethical practice and confidentiality.
- Work collaboratively with GPs and clinic staff.

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Key Selection Criteria

- Strong communication, teamwork and patient-centred care skills.
- Ability to work independently, prioritise and maintain privacy and confidentiality.
- Commitment to professional development and flexible practice support.
- Understanding of ethical and professional nursing standards.
- Willingness to provide flexibility in staff rostering arrangements, to learn on the job and prioritise and organise workflow effectively.

Essential Requirements

- Registered Nurse with a current Certificate of Registration with the Australian Health Practitioner Regulation agency (AHPRA).
- Minimum one year RN experience.
- Professional indemnity insurance.
- Current Driver's Licence and Police Check.

Our Vision

Leading our communities to excellence in integrated health and MTHCS

Our Mission

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

Our Services

Mallee Track Health and Community Service is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

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Our Values



- **Accountability** We define our expectations and are accountable for our actions.
- **Excellence** We set high standards and continually strive to improve on them.
- **Compassion** We treat everyone with care, respect and dignity.
- **Teamwork** We work collaboratively and in the spirit of partnership.
- **Integrity** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency** We are open and honest and embrace positive change.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values.

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

Mallee Track Health and Community Service is a smoke free workplace

Child Safe Organisation

Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

Occupational Health and Environmental Safety

All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Agree to abide by all of MTHCS infection prevention and control policies and procedures
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.

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- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

Acknowledgement

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ **Date:** ____/____/____
Staff Member

Print Name: _____

Signed: _____ **Date:** ____/____/____
Manager / Executive

Print Name: _____

☐ cc: Personnel File

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