



Durri Aboriginal Corporation Medical Service

ABN 52 730 046 875 ICN 27

Phone: (02) 6560 2300
Fax: (02) 6562 7069

15 – 19 York Lane
(PO Box 136)
Kempsey NSW 2440

APPLICATION PACK

Thank you for your interest in the position of Casual Registered Nurse.

The Organisation

Durri Aboriginal Corporation Medical Service (Durri ACMS) is the preferred provider of crucial primary health care and associated services which address the wellbeing of the Aboriginal, Torres Strait Islander and wider communities of the Macleay Valley and Nambucca Valley regions.

Durri aims to be an employer of choice in Aboriginal health, supporting a skilled and flexible workforce. Durri is a great place to work - a family friendly and culturally sensitive work environment that values people. If you have a passion for indigenous health and are committed to closing the gap, then if you are successful in your application, we will welcome you to join our committed team of health professionals. You will be supported in your role by a team of health professionals including the Manager Primary Health Services, Registered and Endorsed Enrolled Nurses, Aboriginal Health Workers and Allied Health professionals.

Important Information

Durri ACMS is an equal opportunity employer and all applications for vacancies are assessed on merit. People of Aboriginal and Torres Strait Island background, women, older workers, people with disability and culturally and linguistically diverse backgrounds are encouraged to apply.

Applicants must be Australian citizens or permanent residents, or have legal entitlement to work in Australia. Applicants will be asked to submit a current Criminal Record Check and provide a current Working with Children check number to us for checking.

Durri ACMS is committed to creating a non-smoking environment and smoking is prohibited in Durri ACMS buildings, grounds and vehicles.

Salary

Durri ACMS offers the following attractive salary package for the position of Casual Registered Nurse - Primary Health Services.

- Salary is negotiable dependent on qualifications and experience
- Benefits include 9.5% superannuation.

How to Apply

The application pack for this position includes the following:

1. Position Description
2. Selection Criteria
3. Application Form

Candidates will need to complete the enclosed **application form** and provide brief statements which address all **essential selection criteria** and send back to us with a **current resume**.

Incomplete or late applications will not be considered for interviews

Please submit your application before the closing date by one of the following methods:

Email to: hr@durri.org.au

Post marked CONFIDENTIAL to:

**Application
Chief Operations Officer
Durri Aboriginal Corporation Medical Service
PO Box 136
KEMPSEY NSW 2440**

The closing date for applications is Wednesday 05.04.2017 at 5.00 pm.

Postal applications must be postmarked on or before this date.

For inquiries or further information about the role, please ring Darren on 02 6560 2398.

Interviews

Candidates invited for interview will be contacted by telephone and sent a pack containing instructions and forms for completion. Appointment of the successful candidates will be subject to the candidate obtaining a satisfactory Criminal Record Check.

Candidates must bring copies of their qualifications, current registration and indemnity insurance, two (2) proof of identity documents, such as current Drivers Licence, and passport or birth certificate to the interview.

Position Description

Position Title: Registered Nurse (Clinical)		Business Unit: Clinical Services											
Reports To: Operations manager		Direct Reports: Nil											
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"> • Ensure the delivery of primary health care to the community • Ensure that clinical educational and promotional activities are implemented • Support and participate in the development of evidence based clinical pathways to improve coordination of patient care • Plan and implement clinical care components and health maintenance through evidence based practice • Ensure Quality Management Systems are appropriately implemented. 													
Position Dimension & Decision Making Authority:		Key Communication Contacts:											
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine clinical enquiries from clients and the community • Day to day management needs of the unit • Operational and capital expenditure within delegation <p>After Consultation with manager or others –</p> <ul style="list-style-type: none"> • Complex client health problems/issues • Actions outside policy and procedure <p>Referred to managers or others –</p> <ul style="list-style-type: none"> • Operational and Capital Expenditure outside of delegation • Complaints and client feedback 		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Contact/Organisation</th> <th style="text-align: left;">Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Executive Officer, Clinical</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Clinic Staff, GPs, Nurses & 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	Executive Officer, Clinical	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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Key Accountabilities													
Key Result Area	Major Activities	Performance Measures:											
<p>1. Clinical Care and Program Management</p>	<ul style="list-style-type: none"> • To provide leadership to the clinic team on a day to day basis. Function as point of first contact for clinical operational matters • To coordinate & participate in the clinic operations in accordance to RACGP accreditation standards • Provide professional supervision and support for enrolled nurses and Aboriginal Health Workers within the clinical environment • Coordinate and manage the recall and reminder systems for Durri clients 	<ul style="list-style-type: none"> • Achievement of Program KPIs 											

	<ul style="list-style-type: none"> • Coordinate the management of medical supplies for the clinic with relevant pharmaceutical / medical suppliers • To provide appropriate clinical care, including acute care and clinical advice to clients with specialised support and consultation where needed • Administer medications in accordance with the Australian Nursing and Midwifery Council standards, regulations and organisations policies and procedures • Develop and deliver training sessions to ensure all clinical and program staff are knowledgeable and are updated with relevant clinical information • Ensure Quality Management Systems are appropriately implemented within the clinical environment. 	
2. Community Care	<ul style="list-style-type: none"> • Liaise and participate in the development of clinical health promotions and education strategies ensuring feedback from the community is incorporated into planning • Ensure partnerships with local health services and community groups are maintained to maximize Aboriginal health outcomes. 	<ul style="list-style-type: none"> • Achievement of Program KPIs
3. Team work and Collaboration	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that clinical operations are effective and efficient, while maintaining a harmonious team environment • Coordinate and participate monthly clinical team meeting in conjunction with Executive Officer, clinical services and relevant teams within Durri. 	<ul style="list-style-type: none"> • Feedback from colleagues
4. Compliance	<ul style="list-style-type: none"> • Comply and implement clinic compliance with all relevant legislation and regulatory standards to include RACGP accreditation and funding body requirements • Ensure compliance to all organisational policies, procedures and legislative requirements • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups • Ensure compliance with relevant OH&S legislation and that any issues are identified and actioned in line with the policy. 	

5. Reporting	<ul style="list-style-type: none"> • Ensure client data information meets organisational, statutory and funding body requirements including national key performance indicators. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports
6. Policy and Procedures	<ul style="list-style-type: none"> • 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 • Attend all mandatory training requirements and participate in staff performance reviews • Comply with organisational policies. 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Improving the health of Aboriginal people within region • Achieving program requirements within agreed deadlines 	<p>Qualifications & Experience –</p> <ul style="list-style-type: none"> • Registered Nurse (NSW) with sound post-graduate experience within a relevant clinical field, (previous experience in General Practice, Emergency Department or an Aboriginal Medical Service would be well regarded) • Proven leadership capacity • Sound knowledge of community health, public health and Aboriginal Health • Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels • Strong interpersonal skills, including the ability to demonstrate empathy when required • Demonstrated experience and implementation of Quality Management Systems • Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands • Ability to build relationships with all levels of the organisation and the community • Continuous developing professional competence and qualifications • Ability to hold all relevant security clearances including National Police Check and Working with Children clearance • Current valid Driver's license, minimum of Class "C" or equivalent.

Selection Criteria

Essential:

1. Current registration with APHRA as a Registered Nurse
2. Relevant experience in nursing with at least 1 year post graduate experience in a hospital or primary care setting
3. The ability to work within a dynamic team of health professionals with flexible weekday availability
4. Understanding and passion for improving Indigenous health outcomes
5. Ability to use electronic based medical software and other IT based platforms

Desirable:

1. Experience in a General Practice/Primary care setting is not essential but is an advantage
2. Whilst this is not an identified Indigenous position, Aboriginal or Torres Strait Islander persons are strongly encouraged to apply.

Application Form

FULL NAME			
ADDRESS			
EMAIL ADDRESS			
CONTACT NUMBERS			
DRIVERS LICENCE <input type="checkbox"/> Yes <input type="checkbox"/> No	LICENCE CLASS:	EXPIRY DATE:	
Do you identify as Aboriginal or Torres Strait Islander?	Yes	No	
Do you identify as having a disability?			
Are you an Australian citizen or permanent resident or have the right to work in Australia?			
Do you have a Working with Children Check Number? Yes: provide details	WWCC Number		
Where did you see this position advertised?			

REFEREES

	Referee 1	Referee 2
NAME		
TITLE		
ORGANISATION		
CONTACT DETAILS		
Email ADDRESS		