

NGANAMPA HEALTH COUNCIL INC. JOB DESCRIPTION

POSITION TITLE	LOCUM Community Health Nurse
LOCATION	Anangu Pitjantjatjara Yankunytjatjara Lands, South Australia
CLASSIFICATION	Level 2 Nganampa Health Council (Community Health Nursing Staff) Award 2010
RESPONSIBLE TO	Director, Medical Director, Clinical Services Manager, Anangu Health Mayatja

Summary of Responsibilities

- To work under the direction of the Clinical Services Manager to undertake duties as required
- Subject to supervision of the Medical Officer in matters of medical management to function as agents of primary and preventative health care, as a member of a multi-disciplinary health team
- Subject to supervision of the Medical Officer in matters of medical management to act in consultation with Anangu Health Workers and other health staff in the diagnosis and treatment of clients

Special Conditions

- Some travel and out of hours work is required
- Housing is allocated per nursing position. Nurses are required to vacate their house for locum nurses for the duration of their leave – recreation, annual and study

Job Duties

Primary/Clinical Health

- Work as a member of a multidisciplinary health team and in conjunction with other members
- Deliver primary health care
- Involve Anangu Health Workers in all aspect of health care delivery
- Treatment of acute illness
- Treatment and monitoring of chronic medical conditions
- General medicine
- Antenatal and post natal care
- Immunisation
- Provision of inpatient care as required
- Collection and transfer of diagnostic specimens
- Notification of notifiable diseases
- Patient health education
- Assessment and referral of social welfare issues
- Day to day administration of clinical activities
- Ordering and monitoring of drugs and medical supplies
- Ordering of non-medical supplies eg: office cleaning
- Patient evacuation, referral and transfer arrangements
- Maintenance of up to date medical records
- Upkeep of general clinic environment
- Maintenance of general communication with staff, clients and relevant agencies.

Use standard Nganampa Health Council policies and procedures

- Follow treatment protocols in the *CARPA* Standard Treatment Manual, the *Women's Business Manual* and NHC protocols and assist with the update of this manual as appropriate
- Order drugs according to standard Drug Imprest system and to assist with the update of this list as required
- Order and administer Schedule 4 and 8 Drugs according to Nganampa Health Council Drug protocols

Public Health

- Data collection in conjunction with members of a multi disciplinary team, collect statistical morbidity and mortality data for NHC Internal Evaluations and Health Reports
- Assist with the Population Census update
- Assist with surveys related to Substance Abuse

Public Health Screening

- STI - HIV/AIDS
- Hepatitis A & B & C
- School Screening Program
- Infant development and growth monitoring
- Annual adult health screening for the early detection and intervention of chronic illness
- Women's Screening
- Men's Screening

Public Health Surveying and Programs in conjunction with UPK team

- Dog Program
- Nutrition
- Waste Removal
- Working Facilities

Education and Screening

- General education support and training for Anangu Health Workers
- Assist in facilitating the education of Anangu Health Workers through clinical experience
- Assist with the implementation and evaluation of the Anangu Health Workers Curriculum
- General community education and the promotion of health and prevention of illness
- Assist in the delivery of key health and sexual safety messages to Young Anangu males and females

Selection Criteria

Essential Minimum Requirements

- General Nurse Certificate and hold a current AHRPA – NMBA Registered Nurse Practicing Certificate
- Current MANUAL Drivers Licence
- National Police Certificate - current
- A minimum of three years full time broad based nursing experience demonstrating a sound professional background and ability to self manage.
- IT skills and ability to quickly adapt to use of Patient Information Management System - Communicare
- Understanding of issues affecting Aboriginal health, principles of Primary Health Care and relevant legislation governing work practice.
- Be compliant with the NHC Staff Immunisation requirements

Personal Skills Abilities

- Ability to work as part of a multi-disciplinary health team with Anangu and other staff
- Ability to communicate effectively
- Ability to work cross culturally
- Ability to work under Aboriginal management and control
- Ability to be adaptable and flexible
- Ability to develop Pitjantjatjara language skills
- A commitment to the transfer of health skills to Anangu Health Workers and clients

Desirable Requirements

- Background in clinical acute medicine and A&E is important
- Diverse clinical experience desirable – paediatrics, mental health, men's and women's health
- Previous experience in remote Aboriginal health care delivery
- Previous community health experience

For further information please contact:

NHC Clinical Services Manager - Vivien Hammond

Phone: 08 89549044

Mobile: 0400099657 – not available remote

Email: yvien.hammond@palva.org.au

EFax: 0881256741



LOCUM CHN APPLICANT INFORMATION

All applications are managed by computer. Applications via **email or fax are preferred**. Your application should provide a brief working history outlining positions held, the durations of the position and your major responsibilities and achievements. You should note any relevant qualifications.

Selection Criteria

You should display your competence or suitability in all of the selection criteria set out in the job description. Stating that you can satisfy the criteria is not enough; you must provide examples of your experience and knowledge for each criterion. You must meet all essential selection criteria to be considered for the vacancy.

Reference Checks

Referees provided by applicants may be contacted during the selection process. Please include the names and contact numbers of referees in your application.

Criminal History Checks

For all vacancies successful applicants will be required to provide criminal history check prior to commencement of locum work with NHC.

Notification of Outcome

You will be advised via email of the outcome of the selection process.

Contract confirmation

Successful applicants will be contacted by email. You will receive general information about NHC Locum work via email. Personnel and payroll forms will be emailed to you to be completed and faxed back to NHC Payroll – 08 8952 3610. You will also need to complete a Tax File Number Declaration form available from the local post office. The completed form must be posted to NHC Payroll – PO Box 2232, Alice Springs, NT, 0871. You **MUST** be registered with AHPRA - NMBA and compliant with NHC Immunisations requirements prior to the commencement of your contract. NHC will make all travel and accommodation arrangements and these will be forwarded to you via email. It is your responsibility to ensure that the details are correct.

Where to Send Applications

- **Email:** vivien.hammond@palya.org.au
- **Fax:** 08 81256741
- **Post:**
Vivien Hammond, NHC Clinical Service Manager
Po Box 2232
Alice Springs NT 0871
- **Deliver:**
Vivien Hammond
Nganampa Health Council
3 Wilkinson Street
Alice Springs NT 0870

Please ensure that the details below are incorporated in to your application OR complete this form and attach it to the front of your application, which should include a copy of your resume and claims addressing the selection criteria

YOUR PERSONAL DETAILS

Title: Mr Mrs Ms Miss Other: _____

Given Name/s: _____ Family Name: _____

Postal Address: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email Address: _____

Are you an Australian Citizen or have Permanent Resident Status: Yes No

If no, do you have an appropriate work visa: Yes No