

Sample Position Description - Registered Nurse Healthy Practices

APNA has produced a suite of resources to help general practices employ nurses and optimise their role in the general practice setting. Fulfilling these aims will help build Healthy Practices that deliver positive outcomes for their communities through nursing skills and expertise.

Position descriptions ensure there is a mutual understanding between the employer and employee about the allocation of responsibilities in a role and is also useful for job evaluation and recruitment purposes¹.

Recent research suggests nurses working in general practice are more likely to experience job satisfaction, and increased workplace retention if their position description accurately reflects their role².

The following information provides a guide, with examples of content, to help you prepare a position description. The following can be adapted according to the specific needs of your general practice setting. Further information can be found in **Resource 5 Developing a position description**.

Sample 1: Position description for a registered nurse in general practice

Title:

Registered Nurse / General Practice Nurse [Practice name]

Vision statement and background information about the practice:

<Organisational values and other relevant organisational information>

Our mission:

<Organisational mission statement>

To improve health by providing comprehensive and sustainable primary health care through leading, engaging and collaborating with our community; providing timely access to the most appropriate primary health care services, including general medical practice services, nursing, and allied

health with a multidisciplinary team approach; embracing education and evidence-based practice for the current and future needs of our communities.

Position summary:

<Provides a concise statement that makes clear the broad objective of the position>

[Name of practice] employs a team of four general practice nurses with specialised skills and experience in diabetes education, chronic disease management, travel medicine, and cervical screening. The advertised position specifically provides support for nurse clinics and triage. The role requires monitoring and review of care to patients to ensure that quality care is delivered to evidence-based standards.

Organisational environment:

<Provides a brief description of the broad context within which the position operates>

The role requires travelling to provide education and supervise two ENs at multiple campuses, mentoring for registrars, preceptorship for student placements and ability to provide health assessments on site and in the client's home.

Statistics:

<Describes the type of work, e.g. full-time, part-time, FTE, pay rate, classification, tenure, measurable statistics such as budgets, volume of work, number of staff to be supervised, peer review frequency, continuing professional development support provided by the organisation>

This is a full-time position (FTE 1.0) Monday to Friday 8.30 am to 5.00 pm. Availability for weekend and evening work, education and/or training as required. Salary above award.

Sample Position Description - Registered Nurse

Reporting relationships:

<Details who is the supervisor and positions that will report to the successful candidate>

Supervision required for two ENs and mentoring/preceptorship for medical and nursing students³.

Key duties and responsibilities:

<This describes the main responsibilities of the position, the day-to-day work of the role, including the expected outcomes, standard and timeframes including clinical, patient services, indicators for improved patient health outcomes, team work and standards of conduct, maintenance of equipment and supplies, compliance, professional requirements, occupational health and safety, teaching, mentoring, supervisory or educational requirements and any other specific requirements>

Assessment criteria:

<Details the basis upon which applicants will be assessed, including qualifications, experience, and skills that are essential for competent performance. See examples based on domains from the National Practice Standards for Nurses in General Practice⁴>

Contact details:

<Details of the preferred person to be contacted for enquiries, contact times, phone and email>

Assessment criteria based on the draft ANMF National Practice Standards for Nurses in General Practice

The four domains act as a suggested framework for position descriptions, peer review and planning continuing professional development⁵. Not all criteria within the domains have been used in the examples on this resource. Discretion should be exercised as to which are the most important criteria for each practice.

Essential assessment criteria: Registered Nurse with Nursing and Midwifery Board of Australia⁶.

Other criteria the practice may regard as essential includes holding a current driver's licence, police check, effective communication skills and experience in the primary health care setting⁷.

Note: There is no single national framework setting out the requirements for obtaining Working with Children Checks or police checks. Each state and territory has their own procedures and it is necessary to fulfil the requirements in the relevant jurisdiction(s). For further information see Child

Family Community Australia (CFCA) resource sheet, Pre-employment screening: Working With Children Checks and Police Checks, at: aifs.gov.au/cfca.

Domain 1 – Professional Practice

- Demonstrated ability to provide leadership in nursing and primary health care principles, collaborate with the practice team and communicate effectively with external stakeholders including service providers and referrers.
- A commitment to ongoing professional development. It is a requirement to participate in relevant CPD activities pursuant with national registration requirements.
- Tertiary qualifications recognised by the regulation authority (NMBA) as a registered nurse and experience in the primary health care sector.
- Demonstrated understanding of enrolled nurse (EN) supervision requirements and willingness to plan and coordinate needs.

Domain 2 – Nursing Care

- Ability to lead innovative, evidence-based practice.
- Demonstrated patient-focused, goal-oriented approach to service provision.
- Sound knowledge of the general practice environment and its relationship to the broader health sector and local community health priorities.

Domain 3 – General Practice Environment

- Familiar with recall and reminder systems, data and clinical software systems and extensive experience and knowledge of the general practice setting including funding models and day-to-day operations or demonstrated capacity to acquire same.
- A commitment to and experience in continuing quality improvement and commitment to leading/maintaining accreditation standards.

Domain 4 – Collaborative Practice

- Outstanding interpersonal, team building, negotiation and communication skills including written, verbal and IT/IM.
- Proven ability to work as a highly effective member of a team including as part of a diverse group of allied and healthcare professionals, and ability to provide clinical leadership and foster therapeutic relationships with medical and nurse students and GP registrars.

Example of additional requirements:

- Availability for weekend and evening work, education and or training as required.
- Current driver's license and access to a private vehicle.
- Appointment and ongoing employment is subject to a satisfactory police records check.

Sample Position Description - Registered Nurse

Sample 2: Position description for a registered nurse in general practice

Role title:

Registered Nurse / General Practice Nurse

Employed by:

[Practice name]

About our general practice:

[Practice name] is a privately owned organisation located in [area/locality] and operating from three sites [location of the sites]. [Practice name] employs, sub contracts and engages with general practitioners, general practice nurses (both registered nurses and enrolled nurses), visiting physicians, allied health professionals and administration staff.

Our vision:

Optimal health and wellbeing for our community.

Our mission:

To improve our community's health by providing comprehensive and sustainable primary health care through leading, engaging and collaborating with our community; providing timely access to the most appropriate primary health care services including general medical practice services, nursing and allied health care with a multidisciplinary team approach; embracing education clinical guidelines and evidence-based practice to meet the current and future needs of our community.

Organisational values:

Our organisational values are reflected in our endeavour to deliver excellence in primary health care services and our commitment to meet the complex health needs of our practice community including:

- **Health planning:** Research, continuing professional development, education and community consultation to identify local population health needs.
- **Community engagement:** Community consultation to identify health priorities and deliver evidence-based care that is supported by clinical guidelines.
- **Client focused care:** Excellence in patient care with a focus on accessible, adaptable and flexible service delivery working with clients to support their health and wellbeing goals.

- **Cultural safety:** Provide a welcoming and safe environment with integrity, honesty and respect for our diverse client population, while supporting confidentiality, fairness and equity and respect for individual needs.
- **Sustainability:** Lead a safe and environmentally responsible practice with excellence in accreditation standards.
- **Accountability:** Have defined roles and accept responsibility in meeting commitments through good governance and being effective and efficient as an organisation.

Position objective:

[Practice name] employs a team of 12 general practice nurses with specialised skills and experience including: smoking cessation, immunisation, asthma management, outreach programs, diabetes education, triage, chronic disease management, travel medicine, breast care, and cervical screening. The aim of this position is to provide chronic disease management, health assessments, health promotion and targeted population health education. Support for the nurse led wound management and immunisation clinics may be required intermittently.

The role requires travel to provide education and supervision for two ENs at one campus, mentoring for GP registrars and medical students, preceptorship for student nurse placements and competency in providing chronic disease management, health assessments on site and in the client's home.

Work environment:

The role requires availability to work at any of our three locations, and travel to provide home assessments on an as required and agreed basis. An induction with peer review will be conducted by the clinical nurse manager at one month and 10 weeks of employment.

Salary and conditions:

<Insert negotiated agreement in this section>

Term: Permanent position upon satisfactorily demonstrating knowledge, skills and attributes required to meet role responsibilities and completion of probationary period.

Reports to:

Clinical Nursing Manager

Sample Position Description - Registered Nurse

Key responsibilities:

Professional practice:

- Maintain awareness of current legislation to ensure compliance with all statutory and regulatory obligations.
- Ensure care is evidence-based and delivered using clinical guidelines and practice to underpin competency.
- Use health literacy principles to lead patient education, community health and outreach programs as well as health promotion initiatives.
- Practice within the organisation's policy and nursing standards and codes.
- Undertake continuing professional development.
- Review systems and procedures to ensure efficient and accessible care.
- Provide leadership to the nursing team and other staff.
- Provide direct and indirect supervision to ENs within the organisation.

Clinical nursing care:

- Provide proficient, evidence-based chronic disease management.
- Conduct preventative screening.
- Demonstrate organisational values including respect, dignity and cultural safety.
- Plan and manage patient care in consultation with medical staff and act as patient advocate.
- Coordinate care in collaboration with other providers.
- Share innovative practice and work as an integrated and highly effective member of the primary health care team.

General practice environment/nursing care systems:

- Maintain accurate documentation using clinical software including recall/reminder systems, IT and information management.
- Use knowledge of funding models to deliver optimal care
- Implement general practice management plans and team care arrangements in consultation with GPs and the multidisciplinary team.
- Demonstrate understanding of workplace health and safety principles.
- Ensure quality systems are in place and reviewed regularly.
- Manage supplies and clinical resources within budget.

Collaborative practice:

- Work as a collaborative member of the multidisciplinary team reflecting the values of the organisation.
- Work as an inclusive member of the clinical team providing appropriate mentoring and guidance for registrars, medical and nurse students. Demonstrate a high level of team work, support, engagement and communication with the general practice nursing team.

Assessment criteria:

Essential: Must be a registered nurse with NMBA and hold a current driver's licence. Appointment and ongoing employment is subject to satisfactory police records check; recent primary health care experience and willingness to attend professional development in line with [practice name] policy.

Domain 1 – Professional Practice

- Demonstrated ability to provide leadership in nursing and primary health care principles, collaborate with the practice team and communicate effectively with external stakeholders including service providers and referrers.
- A commitment to ongoing professional development. It is a requirement to participate in relevant CPD activities pursuant with national registration requirements.
- Tertiary qualifications recognised by the regulation authority (NMBA) as a registered nurse and experience in the primary health care sector
- Demonstrated understanding of enrolled nurse (EN) supervision requirements and willingness to plan and co-ordinate care needs

Domain 2 – Nursing Care

- Ability to lead innovative, evidence-based practice
- Demonstrated patient – focused, goal orientated approach to service provision.
- Sound knowledge of the general practice environment and its relationship to the broader health sector and local community health priorities

Domain 3 – General Practice Environment

- Familiar with recall and reminder systems, data and clinical software systems and extensive experience and knowledge of the general practice setting including funding models and day-to-day operations or demonstrated capacity to acquire same.
- A commitment to and experience in continuing quality improvement and commitment to leading/maintaining accreditation standards

Sample Position Description - Registered Nurse

Domain 4 – Collaborative Practice

- Outstanding interpersonal, team building, negotiation and communication skills including written, verbal and IT/IM.
- Proven ability to work as a highly effective member of a team including as part of a diverse group of allied and healthcare professionals, and ability to provide clinical leadership and foster therapeutic relationships with medical and nurse students and GP registrars.

Contact details:

For enquiries about the position, please contact [name and position title] Tuesday to Thursday, 10.00 am – 2.00 pm, [phone and email contact details].

References:

¹ ANF. Competency Standards for Nurses in General Practice [internet]. 2005 [cited 2015 Mar 20]. Available from: anmf.org.au/pages/competency-standards

^{2,3} APNA. 2014 Salary and Conditions Survey. 2014.

^{4,5,7} ANMF National Standards for Practice for Nurses in General Practice. Forthcoming [as at February 2015].

⁶ AHPRA. Search the registers of practitioners. 2015. [Cited 2015 Mar 20] Available from: www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx

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