Position Description:
Primary Health Nurse

Position: Primary Health Nurse (Practice Nurse)
Reports to: Nurse manager
Job Purpose: To provide competent, efficient and effective nursing service to patients of the medical centre, both on and off site. Such services shall treat all people with dignity, respect, care and compassion, recognising their individual health beliefs, needs and values.

Contract type: Full time, permanent
Staff responsibility: Peer support to other members of the nursing team
Functional relationships with:
- General Practitioners and the General Manager
- Clerical staff and the Administrator
- Ambulance personnel
- External suppliers

Key tasks / duties:
1.0 To provide quality, competent, clinical care that enhances the well-being of patients.

This will be achieved by:

a. Demonstrating competence and application of the following clinical skills: wound care, ear syringing, vaccinations, administration of medications, preparation and assistance with minor surgery, collection of specimens, venepuncture, vital sign monitoring, tympanography, plastering, ECG monitoring, teaching breast self examination, pregnancy testing and counselling, cervical smear taking, giving dietary advice, health promotion, and patient triage.

b. Management and providing consultations in nurse-led clinics as appropriate including: well women and smear-taking, diabetes, smoking cessation, health check, cardio-vascular, asthma.

c. Working to enhance patients’ understanding of their health issues and ways their wellness can be enhanced.

d. Undertaking thorough health assessments.

2.0 To provide nursing care in accordance with appropriate professional and company standards.

This will be achieved by:

a. Maintaining a current (validated within the last 12 months) CPR certificate.

b. Maintaining a current vaccinator’s certificate
c. Obtaining personal professional indemnity insurance

d. Maintaining a current Annual Practising Certificate


f. Following Radius Medical /The Doctors clinical guidelines.

g. Clearly documenting all care and education provided

h. Using the patient information system skilfully

3.0 To provide a safe and therapeutic environment for patients, visitors and other staff.

This will be achieved by:

a. Safe disposal and cleaning and/or sterilising of all equipment used in patient care.

b. Using Standard Precautions when dealing with body substances

c. Appropriate use and disposal of 'sharps

d. Being aware of, and taking action if occupational hazards are identified

e. Maintaining the cold chain for vaccine and medicine storage

f. Operating the company’s re-call and test reporting systems

g. Following company policy to report untoward events/incidents/errors.

h. Taking responsibility for your own health and wellbeing

4.0 To maximise personal development and support the development of colleagues.

This will be achieved by:

a. Completing all orientation and induction requirements

b. Taking up opportunities to improve your skills and knowledge through Continuing Nursing Education activities

c. Maintaining a professional portfolio which demonstrates competency to practice

d. Participating in annual personal performance review

e. Supporting colleagues and novice practitioners in their learning

f. Undertaking Practice Nurse Accreditation (optional)

g. Recognising limits of knowledge or expertise and referring appropriately

5.0 To utilise treatment and care resources appropriately.

This will be achieved by:

a. Participating in the preparation of the nursing roster

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b. Maintaining stock at optimum levels, reporting needs for stock repurchase, providing suggestions in regard to effective products and involvement in ordering and checking as appropriate

c. Using and checking equipment and facilities correctly, reporting any need for maintenance, or replacement

6.0 To participate in quality improvement activities.

This will be achieved by:

a. Attending nurse team and practice team meetings

b. Offering suggestions for and helping to problem solve quality issues

c. Participating in formal systems for quality assurance such as audit activities

7.0 To support and collaborate with peers and other providers within the wider health care team

This will be achieved by:

a. Providing feedback to colleagues about their performance so to enhance patient care

b. Discussing patient care issues with other colleagues involved as needed

c. Reporting any concerns to the nurse manager in regard to competency issues

d. Working constructively within the wider multi-disciplinary team within the centre

e. Being an honest, open communicator who demonstrates respect for themselves, and all persons

Qualifications/Experience:

a. A Registered Nurse within NZ (RGON, RcnP, BN)

b. Experience in primary health care and/or emergency care is an advantage

Essential skills required

• Interpersonal communication

• Clinical skills as detailed in this job description and/or willingness to learn

• Keeping a cool head in emergency situations

Personal Attributes

• Enjoys working in primary health care

• A passion for improving and maintaining the health of all patients

• Enthusiastic about working in a team environment

• An ability to empathise and develop therapeutic relationships with people.