



Position Description

Position Title	Practice Nurse – Registered Nurse
Division / Team	Operations/ Medical Services
Reports to	Senior Nurse – GP Clinics
Agreement / Award	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification	Community Health Nurse
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	February 2026

About Ballarat Community Health Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles Address health inequity and inequality
 Improve the health and wellbeing of our community
 Have impact and be sustainable

Values	Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
	Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

Position Summary The Practice Nurse (RN) works within the Medical Services team. The Practice Nurse (RN) will be required to develop and implement integrated services between General Practice and BCH services and external services. The Practice Nurse (RN) provides a range of education

and clinical services to patients attending the medical clinic and the community in a broader context.

The clinical duties include clinic sessions according to appropriate clinic & Medicare schedule guidelines, community health nursing, chronic disease management, drug and alcohol testing, care planning, recalls, health screening and testing and health counselling.

Health promotion and education activities are an integral part of the position in line with BCH's purpose of creating health communities through the provision of accessible, affordable and quality health and wellbeing services. The Practice Nurse (RN) works with a wide range of internal and external health and welfare professionals and organisations.

The position requires staff to be flexible, working across multiple BCH clinics.

Principal Areas of Responsibility

Responsible for Service Coordination on site including:

- Provision of direct clinical nursing care to patients.
- Conducting triage and first aid assessments under doctor supervision, including emergency interventions like CPR and defibrillation.
- Screening and treating patients in accordance with clinical guidelines and Medicare schedules, which may involve procedures such as ECG and spirometry.
- Collaborating with General Practitioners in care plan assessments, mentoring, and coaching patients in chronic disease self-management and complication prevention.
- Delivering patient results under GP supervision and following BCH protocols.
- Advocating for and promoting support groups and self-management programs to enhance patient health and self-reliance.
- Managing clinic resources, including medical consumables, cold-chain systems, and medicine storage.
- Participation in ongoing clinic accreditation, planning, evaluation, and review processes.
- Documentation of patient records, assessments, and reports to meet funding body, Medicare, and RACGP standards.
- Coordination and maintenance of recall systems to ensure continuity of care.

Responsible for Service Coordination on site including:

- Direct clinical nursing care to patients
- Triage/First aid assessment under the supervision of the doctor. This could include CPR and defibrillator intervention in the event of emergency
- Screening and treatment of patients according to appropriate clinical guidelines and Medicare Schedule of Australia (including ECG and Spirometry)
- Work with the General Practitioner, in the care plan assessments and mentoring, goal setting and coaching of patients in chronic disease self-management and prevention of complications including monitoring of patient health status over time
- Under the supervision of the General Practitioner and according to BCH protocols delivery of results to patients
- Promote support groups and self-management programs as valuable interventions for maintaining health, preventing relapse or decline and promoting self-reliance amongst newly diagnosed patients and for those whose condition has stabilised
- Maintenance of resources require to operate Clinic including stock control for medical consumable, and responsibility for cold-chain systems and other medicine storage systems,
- Participate in clinic accreditation, planning, evaluation and review on an ongoing basis
- Complete applicable patient records, assessments, forms, statistics, logs and reports on services delivered to patients, to funding body, Medicare and RACGP standards
- Coordination and maintenance of recall systems

Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
- Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
- Continuing education to keep abreast of changes
- To practice within the AHPRA (Australian Health Professional Regulation Agency) Nursing and Midwifery Board of Australia Codes and Guidelines
- To maintain registration with AHPRA (Australian Health Professional Regulation Agency)
- To adhere to the practice standards for Victorian Community Health Nurses 2013 (Community Health Nurses Special Interest Group, Australian Nurses & Midwifery Federation - Victorian Branch)

Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
- Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
- Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values
- Work within professional boundaries and relevant scope of practise at all times
- Maintain relevant professional registration
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
- Participate in compulsory BCH training programs
- Ensure that client and staff confidentiality is respected and upheld at all times
- Attend and actively participate in meetings as required
- Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
- Participate in performance development plans and supervision
- Participate in the organisation's continuous quality improvement programs and activities

Qualification and Immunisation requirements

- Division 1 Registered Nurse
- Certificates in Women's Health, Diabetes Education, Asthma education, Immunisation and or Family planning (Desirable)
- Refer to BCH Staff Immunisation and Infectious Diseases Policy and Procedure for recommended vaccinations.

Key Selection Criteria

- 1. Experience:**
 - Minimum of 3 years' experience in particular General Practice Nursing
 - Understanding and commitment to the social model of health and the role of Community Health in Ballarat
 - Demonstrated experience in Chronic Disease Management is essential and key worker experience preferred
 - Understanding of Medicare items including enhanced primary care items and previous experience with accreditation standards including vaccination schedules, cold chain management, AIR reporting and infection control practices is strongly preferred
 - Experience working as a member of a professional team

2. Interpersonal Skills:

- Proven ability to provide excellent service to client, staff, and general community members
- Effective verbal communication skills, including the ability to show empathy and patience towards clients and staff
- Excellent interpersonal skills, enthusiastic and service focused approach
- Ability to work in a team environment as well as independently

3. Written Communication:

- Effective written communication skills which are clear and concise

4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines
- Proven ability to use initiative to solve problems
- High attention to detail
- Professionalism and commitment to excellence and ongoing professional development

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
 - BCH strongly supports Equal Opportunity and Access to Services and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
 - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
 - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
 - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
 - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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