

POSITION DESCRIPTION

Position Title:	Registered Nurse Community / Youth		
Program/Team:	Health Team		
Employment Type & Hours:	Full 75 hours per fortnight		
Award Conditions:	Nurses Award 2010	Remuneration:	QLD Health Nursing Stream Clinical Nurse Level 6
Working From:	518 Brunswick Street Fortitude Valley		
Reporting Relationships:	Reports to the Health Services Senior Manager		
Probation Period:	Six [6] months		
Primary Purpose of Position:	To provide a range of primary health and education services to young people and their children in a clinic setting; aiming to improve access to health care information and services; provide advocacy and service navigation support; follow-up and empower young people to self-manage their own health and independently access health services.		
KEY RESULT AREAS – Roles and Responsibilities			
Clinical Nursing:	<ul style="list-style-type: none"> • Provide effective and consistent nursing practice to meet relevant clinical standards, including adherence to The Health Act [1937], National Safety and Quality Health Service Standards (NSQHS) and compliance with BYS policies, procedures and clinical governance framework. • Provide responsive health care to young people and their children; with focus on safety and child protection interventions; exercising appropriate clinical judgement to promote health and wellness • Manage and triage patients attending the clinic in collaboration with administration and social workers. • Provide information to empower young people to make informed choices about their health and wellbeing and increase health literacy. • Fulfil mandatory reporting requirements in accordance with The Child Protection Act 1999; Working with Children [Risk Management and Screening] Act 2000; and BYS policies. • Provide referral and advocacy collaboration with colleagues, General Practitioners [GPs], child safety, mental health, hospital and other services to secure cohesive health outcomes for young people. • Develop care plans for young people and assist GPs to conduct General Practitioner Management Plans [GPMP's]. • Develop mental health care plans and contribute to mental health assessments. • Manage and maintain vaccine management protocols. • Maintain clinical protocols in partnership with the on-site GPs. • Actively identify and reduce gaps in health services for young people, promote the BYS health service and raise community awareness. • Collect and maintain accurate client data and contribute to monitoring, evaluation and reporting on program performance. • Participate in both quantitative and qualitative data collection to support BYS continual quality improvement. 		

	<ul style="list-style-type: none"> • Follow up urgent, recollection, and non-attended tests requested by GPs and liaise with GPs and young person if action is required. • Request patient medical records; follow up hospital and service provider referrals; and ensure young people receive appropriate care until medical condition is resolved, treated or medical records are received. • Co-ordinate care with health and community services assisting clients to transfer to other services within their own communities and facilitate transfer of medical and other records. • Liaise with legal services to provide support for Victim Assist claims, court support letters and subpoenaed medical records. • Maintain the clinic recall and reminder system including abnormal and life-threatening results. • Implement system improvements to reduce barriers, time delays, fragmentation of care and duplication. • Identify need, advocate for and request financial support for non-bulk billed clinical services where required. • Provide advice to youth workers regarding identified needs such as transport for appointments, potential risks, and gathering collateral information to support care provision.
<p>People, Culture, Safety:</p>	<ul style="list-style-type: none"> • Model ethical behaviours in line with the BYS Code of Conduct and consistently apply ethical standards to self and others. • Protect and promote the rights of children and young people, including making decisions compatible with the <i>Human Rights Act 2019</i>, and responding to and reporting suspicions and disclosures of abuse or harm. • Ensure a healthy and safe workplace for all by adhering to BYS Policy, Procedures and Practices. • Record incidents and near-misses in line with BYS policy. • Participate in ongoing training and other professional development opportunities. • Participate in regular supervision meetings, team meetings, and performance reviews. • Participate in weekly practice/case reviews with clinical health services team. • Actively participate to deliver the BYS Reconciliation Action Plan [RAP] initiatives and measurable actions that support First Nations equality across our organisation.
<p>Administration:</p>	<ul style="list-style-type: none"> • Ensure administrative functions are conducted in accordance with relevant policies and procedures including timesheets and leave forms, accurate and timely record keeping, client files, correspondence, and statistics. • Monitor and report mandatory performance against contracted targets and liaise with funding bodies as required. • Provide reports to the Service Delivery Director and EMT/Board as required. • Undertake any other tasks as required.
<p>Education, Qualifications, Requirements [Mandatory]:</p>	<ul style="list-style-type: none"> • A tertiary qualification in nursing and AHPRA registration. • Minimum of two years practice management experience with certification and /or experience in Phlebotomy. • Working with Children Suitability Positive Notice [Blue Card]. • Current Queensland driver's licence.

	<ul style="list-style-type: none"> • Two relevant references, including current or most recent manager.
Skills & Experience:	<ul style="list-style-type: none"> • Experience in a general practice or primary health care setting with sound knowledge of the health services sector and experience working with homeless and at-risk young people. • Understanding of the principles and requirements of The Royal Australian College of General Practitioners [RACGP] Accreditation. • Understanding of Child Protection regulations and the mandatory report role. • Proficiency using medical software [e.g., Best Practice] and associated administrative and reporting tools.
Personal Attributes:	<ul style="list-style-type: none"> • Model and drive a culture of respect, optimism, accountability, and resilience in line with the organisation's values. • Display personal drive and self-directed initiative. • Consultative and collaborative working attitude with teamworking skills. • Flexible, inclusive and collaborative team member. • Demonstrate integrity, ethics and strong accountability. • Commitment to a learning culture and ongoing professional development. • Proven ability to respond appropriately and stay calm in a crisis.

The changing demands of BYS's organisation requires it to have reasonable flexibility in stipulating the duties that you will undertake from time to time. You will be required to perform any other duties for which you have the appropriate skill and/or training which are assigned to you by BYS, and these responsibilities do not limit what may be reasonably requested of an employee during the course of their employment. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfill this role in accordance with the key result areas outlined above.

Employee Name:		Signature:		Date:	
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