



POSITION DESCRIPTION

POSITION TITLE	Practice Nurse
DEPARTMENT	Rochester Primary Care Centre
REPORTS TO	Primary Care Team Leader
DIRECT REPORTS	None
AWARD	Nurses and Midwives (Victorian Public health Sector) Single Interest Employer Agreement 2024-2028
CLASSIFICATION	Dependent on qualifications Ongoing, part time (0.6) Full time options could be considered in combination with other hospital areas or district nursing allocation
DATE OF CREATION/AMENDMENT	January 2026

“Caring for Our Community”

POSITION OBJECTIVES

The Rochester Primary Care Centre (RPCC) is part of a larger project aimed at working in partnership with other public health service providers to improve the sustainability of primary healthcare across the Loddon Mallee region.

The primary objective of this position to work effectively with the General Practitioner to prioritise primary care demand whilst providing high quality care to all clients.

RESPONSIBILITIES & PERFORMANCE INDICATORS

Key responsibilities:

- Deliver high-quality, client centred care in chronic disease management and health assessments.
- Evaluate progress toward expected outcomes and initiate review/update of plans as relevant.
- Undertake nurse-led wound management and other nursing care interventions and follow-up treatments. These are to be performed in a manner that is evidence based and minimising discomfort for consumers
- Plan and deliver immunisation clinics including data upload into relevant programs/registers
- Work collaboratively with other healthcare practitioners to enable effective care coordination
- Ensure appropriate liaison, consultation and referral to hospital, allied health personnel and community-based support services
- Work in consultation with REDHS' health promotion officer to design and implement relevant initiatives. Use health literacy principles when advising on health programs and other health promotion initiatives.
- Contribute to plans for smoking cessation, asthma management, diabetes education, travel medicine, breast care, and other screening
- Assess the level of understanding of clients and families and provide or guide to appropriate education and resources, including for different languages
- Develop and maintain effective relationships with clients, their family/carers and members of the health care team.
- Ensure clinical documentation is up to date and treated confidentially in line with privacy principles
- Maintaining statistics as directed and utilising software reporting packages appropriately.
- Ensure compliance with current legislation, evidence-based practices, and organisational policies.

- Support the implementation of quality improvement standards and thrive for innovation, including digital adoption (e.g. remote monitoring, etc.)
- Undertake continuing professional development and contribute to quality improvement and innovation.
- Maintain a flexible approach to work priorities and allocation of tasks in line with organizational requirements

QUALIFICATIONS / SKILLS

Essential:

- Current Registered Nurse (AHPRA registration)
- Contemporary generalist nursing knowledge and experience
- Current Drivers License
- Current National Police Check
- Current Working with Children Check

Desirable:

- Knowledge of clinical and data management systems related to primary care.
- Experience in a general practice environment or willingness to learn.
- Understanding role of primary care and its relationship with the broader healthcare system and community health priorities.
- Understanding of Local Rochester Community and surrounds

KEY SELECTION CRITERIA

- Experience in primary care nursing care including demonstrated advanced assessment, care planning and evaluation skills
- Demonstrated understanding of the concept of person centred care
- Demonstrated commitment to collaborative practice and productive working relationships
- Demonstrated ability to reflect on own practice

OCCUPATIONAL HEALTH SAFETY & WELLBEING

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with REDHS' Occupational Health and Safety policies and procedures and to participate in appropriate safety education and evaluation activities. To look out for the health and safety of others in the workplace; follow safe work practices; report hazards and injuries; participate in agency health promotion initiatives and support healthy lifestyle choices for staff.

HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

“THIS IS ME”

‘This is Me’ is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. ‘This is Me’ is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples’ physical, emotional, social and psychological needs utilising Montosorri actions. ‘This is Me’ is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE REVIEW AND DEVELOPMENT

It is a condition of employment that employees participate in the Performance Review and Development program.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

VALUES & BEHAVIOURS

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

R	Reliability	Being trustworthy and performing consistently well
E	Engagement	Working collaboratively with people to address issues and create opportunities to bring about positive change
D	Diversity	Understanding that each individual is unique and respecting our individual differences
H	Hospitality	Receiving and treating all people in a warm, friendly, generous way
S	Sustainability	Meeting our current needs without compromising the ability of future generations to meet their needs

ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

All staff are required to provide a current Police Records Check and Working With Children Check prior to commencement.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

Name		Date	
Signature			