Position Description

Position title: Registered Nurse
Employer: Jean Hailes Foundation
Location: East Melbourne & Clayton
Department: Jean Hailes - Clinics
Supervisor/Manager: CEO / Medical Director
Date: September 2022

Background

Jean Hailes for Women’s Health (JHF) is a national not-for-profit organisation dedicated to improving the knowledge of women's health throughout the various stages of their lives, and to provide a trusted world-class health service for women.

We combine research, clinical care and practical education for women and health professionals. Our key point of difference is the translation and dissemination of research and medical evidence into easy to understand health information, delivered in multiple ways, to suit our audiences.

Our aim is to inspire confidence to create healthier lives for all women, girls and gender diverse people.

Department

The Foundation currently runs two well regarded multi-disciplinary specialist women's health clinics in Clayton and East Melbourne. Specialities include Gynaecology, Endocrinology, Specialist Women’s Health GPs and Allied Health.

Summary of position

This position provides nursing services for the Medical Centre, including support to Medical and Allied Health Practitioners and is responsible for infection control, equipment and supplies.

Key job requirements, responsibilities and ongoing performance indicators

- Assist clinicians with various medical procedures and provide post procedure support and assistance to patients as required

- Effective and efficient management of ordering and stock control of medical supplies, pharmacy, consumables and patient information materials to ensure the smooth running of clinical care

- Communication by phone with patients regarding a wide range of medical concerns and questions
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- Work with clinicians to communicate pathology and other test results to patients including follow ups as required
- Coordinating patient recalls as directed by clinicians, including all required administration
- Provide patient guidance on other resources and organisations that may be of value to them
- Liaising with relevant stakeholders such as pathology groups, radiology and other medical providers
- Phone consultations with patients to provide support and education relevant to the patient's needs in the specialised area of women's health
- Occasional minor nursing procedures e.g. intramuscular and subcutaneous injections

Occupational Health and Safety (OH&S)

- Sterilisation, Infection Control, OH&S compliance completed within appropriate timeframes and in accordance with relevant Australian Standards and Legislation

Compliance

- Participate in compliance with all Risk Management and Quality Control practices

Relationships

Direct Reports
- Administration and Reception Staff

Indirect Reports
- N/A

Internal Relationships
- Medical Clinicians
- Medical Director
- CEO

External Relationships
- Allied Health Professionals
Position description

Selection Criteria

Education level
- Qualified RN Div 1 with current registration with APHRA, with knowledge of sterilisation techniques

Knowledge & Skills

Essential
- Good knowledge of women's health issues and organisations supporting women's health in Australia
- Excellent customer service skills and communication skills to manage multiple and competing demands
- Well-developed time management skills and prioritisation skills
- Experience using Microsoft Office suite (Word, Outlook etc). Previous experience with Medical Director and PracSoft software advantageous

Desirable
- Experience with Women's Health is preferable but not essential

Personal Attributes
- Actively participate in meetings and in services appropriate to the function and purpose of this position
- Display adaptable, “can do” attitude when dealing with competing demands
  - Effectively communicate with all stakeholders to ensure aligned and coordinated projects.

Workplace Policies and Practices

All Jean Hailes employees and contractors are required to familiarise themselves with the organisation’s policies and procedures and to abide by them at all times.

It is expected that at all times employees and contractors will:
- Be respectful towards the organisation, colleagues, consumers and stakeholders.
- Support the Jean Hailes vision and strategy and demonstrate the values of Jean Hailes.