



**SUNRISE HEALTH SERVICE  
ABORIGINAL CORPORATION**  
PH: (08) 89 719 500  
ABN 26 778 213 582 • ICN 4170

First Floor Pandanus Plaza  
25 First Street, Katherine  
PO Box 1696, Katherine NT 0851

## POSITION DESCRIPTION

**POSITION TITLE:** Remote Area Nurse

**POSITION TYPE:** Fulltime, Fixed term (2years)      **POSITION No:** PH0022

**LOCATION:** All SHSAC Communities

**LINE MANAGER:** Health Centre Manager      **GRADING:** RAN

---

### POSITION SUMMARY:

The Remote Area Nurse will assist other team members within the Health Centre to provide the highest possible standard of culturally appropriate health care including building the capacity of Aboriginal Health Practitioner (AHP) staff. The role includes working with other health care professionals, both internal and external; to ensure a focus of Primary Health Care approach to health care is achieved, but also participate in an on-call roster for acute and emergency presentations after-hours.

The Remote Area Nurse (RAN) will therefore have a role in:

- Assisting the Health Centre Manager to implement the plans and directions as outlined in the organisation's Business Plan.
- Building the capacity of Aboriginal Health Practitioner (AHP) staff to provide the highest possible standard of culturally appropriate health care.
- Working with other health care professionals, both internal and external to Sunrise, to achieve positive outcomes in overall levels of health and well-being within the community.
- Working with others to provide acute care and accident and emergency care.

### MAIN DUTIES/RESPONSIBILITIES:

Community Inclusion:

- Provide input into clinical activity reports for Community meetings..
- Together with other team members, consult with groups in the community on matters relating to the health needs and cultural approaches of the community.
- In consultation with other team members, develop local outreach programs in consultation with community groups.

Human Resources:

- Participate in a duty roster including on-call equally with other staff.
- Provide direction, guidance, training and support for AHP's in their everyday work.
- Maintain cold chain management and principles of infection control
- Delegate work to staff in line with their position level and level of competency.
- Participate in regular Primary Health Care Team meetings.
- Working closely with the Health Centre Manager and Training and Development Officer, implement work programs for trainees taken on by Sunrise; ensure they are adequately supervised and that they obtain competency in the required skills.



- Participate in the orientation of new staff to the organisation's philosophy, policy, procedures and Health Centre functions to promote effective teamwork and act as an ongoing resource to build capacity within the team and community to affect long term health outcomes.
- Work in partnership with other health professionals to ensure a multi disciplinary approach to health care, in particular, supporting the role of Aboriginal Health Workers as an integral members of the team
- Deputise for the Health Centre Manager as required.

#### Service Delivery:

- Assist in the establishment of procedures to ensure that community needs are identified.
- Work with other members of the Sunrise Primary Health Care health Team to meet identified needs.
- Utilise and maximise the full range of staffing resources, including AHPs, the community Doctor, and other Nurses, to provide general health care, assessment and management of a broad range of clinical problems.
- Utilise and maximise the full range of staffing resources, including AHPs, the community Doctor, and other Nurses, to maximise medicare rebates for resourcing of the organisation into the future.
- Ensure agreed protocols and manuals, are followed, including:
  - Sunrise procedures manual or directions given by Senior Health Centre staff;
  - clinical protocols detailed in the CARPA Standard Treatment Manual;
  - Alukura/ Nganampa Women's Manual; and
  - Infection Control Manual.
- Ensure that preventive and opportunistic health checks and screenings are routinely followed.
- Provide accident and emergency care including emergency first aid, stabilisation and evacuation of patients.
- Undertake the dispensation of pharmaceutical therapies, including the administration of vaccines and prescribe pharmaceuticals for common conditions.
- Respond to medical emergencies.
- Ensure the prompt follow up and recall of patients in liaison with AHPs, Doctor and other Nurses, and facilitate tracing and treatment of patients moving between communities, homelands and out-stations.
- Assist in the provision of specialist care, e.g. substance abuse care, nutritional care and mental health care, both from within and outside the community.
- Encourage community members to be proactive in identifying their individual health needs.
- Maintain and utilise accurate information systems such as patient recall, computer systems, statistics and other records required for the efficient, effective management of clients.
- In conjunction with other staff, assist with the identification of health trends and gaps in service delivery within the community and develop Continuous Quality Improvement action plans to close those identified gaps based on PDSA cycles.
- Work in partnership with other health professionals to ensure a multi-disciplinary approach to health care, in particular, supporting the role of AHP's as an integral member of the team.



- Assist in the ordering of medical supplies.

#### Administration:

- Within agreed guidelines, carry out the directions of the CHC and other departments of SHS, and report regularly on progress.
- Maintain general office administration records and files.
- Assist with the management of all equipment and assets at the community level.
- Liaise with the Health Centre Manager and Assets Manager to order and manage non-medical consumables in accordance with the organisation's procedures.
- Manage the accommodation requirements of visitors to the Health Centre.

#### Organisation-wide Responsibilities:

- Continuously work to maximise access by community members to health services.
- Ensure professional competencies and knowledge are current and in line with accepted standards.
- Use skills and experience to support and train other staff members as the need arises.
- Develop and utilise good working relationships and networks with other organisations at both the community and professional level.
- Participate in performance management as required:
- be willing to discuss how the key performance indicators of the position are being met; and
- provide feedback about personal, position and organisational development requirements.
- Participate in staff development and training as requested by SHS.
- Bring to the attention of your Manager any matters that affect the ability of your position to meet requests and objectives in a timely manner.
- Maintain strict confidentiality in relation to medical records, information about health service business activities.
- Participate in the Sunrise Continuous Quality Improvement Program for the provision of a safe, effective health service.
- Follow organisational systems and procedures.

#### All Staff Responsibility:

- Take reasonable care of his or her own health and safety.
- Take reasonable care for the health and safety of persons who may be affected by the employees acts or omissions at a workplace.
- Cooperate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by, or under, an Act or Regulation relevant to the workplace.
- Ensure that all requirements of Work Health and Safety, EEO and other policy, legislative, and regulatory responsibilities are observed by you, other Sunrise staff and contractors engaged by Sunrise
- Identify, recommend and implement continuous quality improvement initiatives for clinical, administration and operational functions that align with and support organisational safety and quality systems.



**SUNRISE HEALTH SERVICE  
ABORIGINAL CORPORATION**  
PH: (08) 89 719 500  
ABN 26 778 213 582 • ICN 4170

First Floor Pandanus Plaza  
25 First Street, Katherine  
PO Box 1696, Katherine NT 0851

## EDUCATION, EXPERIENCE & SKILLS

### Qualifications/Accreditations:

1. Eligible for registration with the Australian Health Practitioner Regulation Agency as a general nurse, and holds a current practicing certificate.
2. Current unrestricted manual Drivers Licence
3. Current First Aid Certificate
4. Non adverse National Criminal History Check
5. Current OCHRE clearance
6. Acceptable vaccination status to work with vulnerable people in the NT

### Experience:

7. Demonstrated ability to provide leadership and to assist in the management of the human, financial and physical resources of a remote community health centre, including visitor accommodation.
8. Broad primary health care experience and advanced clinical skills.
9. Detailed knowledge of Primary Health Care principles and their application in a remote Aboriginal community setting.
10. Ability and desire to work strategically with a multidisciplinary team to bring about positive change in health outcomes.
11. The capacity to interact with Health IT systems.
12. Ability to provide leadership and to practice in a sensitive and culturally safe manner in a remote Aboriginal community.
13. Willingness to live in a remote area and provide relief in other Health Centres as required.
14. Willingness to travel long distances as required in daily remote work.
15. Understanding and adherence to the principles of Aboriginal community control of health services.
16. Appropriate tertiary graduate qualification. Addition of post graduate qualification such as Midwifery, Child Health, Psychiatry, Public Health and/or Primary Health Care will be looked on favourably.
17. Understanding of the principles of Continuous Quality Improvement and their application in a health care setting.
18. Certificate IV in Training and Assessment (TAE) or willingness to obtain the qualification looked on favourably .
19. The ability to maintain sound relationships with community members and other service providers.

### Personal Qualities:

20. Be able to maintain confidentiality and privacy at all times.
21. Be willing to undertake mandatory and further training relevant to the role.
22. Physical ability and the willingness to undertake the inherent requirements of the position.
23. Strong personal values that align with the *Sunrise Way*.

## VALUES:



**SUNRISE HEALTH SERVICE  
ABORIGINAL CORPORATION**  
PH: (08) 89 719 500  
ABN 26 778 213 582 • ICN 4170

First Floor Pandanus Plaza  
25 First Street, Katherine  
PO Box 1696, Katherine NT 0851

**Commitment** - We believe that the Aboriginal Community Control Health Service delivery model is essential for the best possible health outcomes for Aboriginal and Torres Strait Islander people. We are committed to regular communication with individuals, communities, and to the wider Australian community to promote Aboriginal and Torres Strait Islander health equity.

**Open-mindedness** - Our health programs will be holistic and culturally safe, incorporating traditional healing and the use of bush medicines, linked to a bio-psycho-social health service delivery model. We encourage a two-way learning, service delivery model, blending cultural ways and “mununga” or best practice Western Medicine ways to expand and maintain a strong health service.

**Honesty** - We believe in a fair go for everyone and to be open and transparent in all our business.

**Efficiency** - We believe clinical services should be provided by Primary Health Care teams which incorporate interdisciplinary service delivery models, learning and action.

**Respect** - We promote mutual respect between staff and community. We respect client confidentiality and the individual’s rights to make their own decisions about health.

**Education** - We actively seek and promote opportunities for Aboriginal and Torres Strait Islander people to develop careers in health and to provide personal development opportunities to staff and Board members to advocate for health and to set an example for others to aspire. We are committed to developing the skills and knowledge of all staff through professional development opportunities.

#### Approval

Line Manager		Date	
CEO		Date	30/03/2022
Encumbant		Date	