

POSITION DESCRIPTION

Position Title	Clinical Support Nurse – COVID Positive Management
Directorate	Operations and Clinical Care
Department	Rapid Response – Operations Support Team
Unit	Not Applicable
Reports To	Senior Clinical Lead C-19 Collaborative
Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020

Position Objective

- To assist in the notification of positive COVID results to clients

Key Responsibilities

- In conjunction with the Senior Clinical Lead, and results coordinator, assist in telephone notification of positive results to clients tested by IPC Health COVID testing programs.
- Registration of clients into clinical software – Best Practice
- Maintain knowledge, skills, qualifications, accreditations and registrations required as well as participation in professional development activities.
- Escalation of matters of clinical or other concern to Clinical Lead or rostered GP.
- Carry out duties in a manner that does not adversely affect their own health and safety of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve Work Health & Safety.
- Have knowledge of, comply and adhere to all policies and procedures including IPC Health code of conduct and values.
- Perform other duties as directed, within the limits of skills, competence and training to maximise flexibility and effectiveness.
- Timely reporting of all incidents, near misses and OH&S concerns to Senior Clinical Lead

Key Selection Criteria

- Registered or Enrolled Nurse with current unrestricted AHPRA Registration
- Recent clinical experience within a GP or hospital environment.
- Experience in COVID-19 environment, including strong knowledge of Case and Contact Management of COVID-19 cases is desirable.
- Experience in working with diverse communities and providing social and mental health support.
- Excellent interpersonal and communication skills.
- Experience in care-coordination and management of complex clients.

- Aptitude in technical skills including Microsoft Office suite and client management systems.
- Victorian Driver's Licence

Other Information

- This role is subject to a satisfactory National Police History check & Working With Children's Check.

Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.
- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

Our Values



IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI community to join our workforce.

IPC Health is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be given a high priority. IPC Health is committed to providing a safe environment where all children and young people feel safe and valued.

Physical Inherent Requirements

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| Office Duties: | <ul style="list-style-type: none">• Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.• General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries. |
| Driving: | <ul style="list-style-type: none">• Required to drive private or IPC Health owned vehicles. |
| Work Environment: | <ul style="list-style-type: none">• May be required to work from different sites, including home visiting and offsite facilities.• Exposure to varied weather conditions. |
| Carrying and Lifting: | <ul style="list-style-type: none">• Infrequent lifting and carrying of items up to 5kgs. |
| Standing and Walking: | <ul style="list-style-type: none">• Standing and walking for periods up to an hour at a time with breaks. |
| Bending and Reaching: | <ul style="list-style-type: none">• Required to occasionally bend and reach. |

People and Culture Use Only

Position Number(s)	TBC
Last Reviewed	1 March 2021