

POSITION DESCRIPTION



Position	University Nurse
Level/Classification	HEW0708
Reports to	Medical Service Manager
Unit	Murdoch University Health
Directorate	Access Wellbeing and Equity
Positions Supervised	Nil

Position Purpose

Murdoch University Health: Medical provides professional and innovative services that optimise the student journey and promote the wellbeing of the wider Murdoch University community. The Nurse works within the Murdoch University Health: Medical Service and provides a primary health care service to the university community and specifically on South Street campus.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice, and inclusion, and making education accessible to more people.

Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore, and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

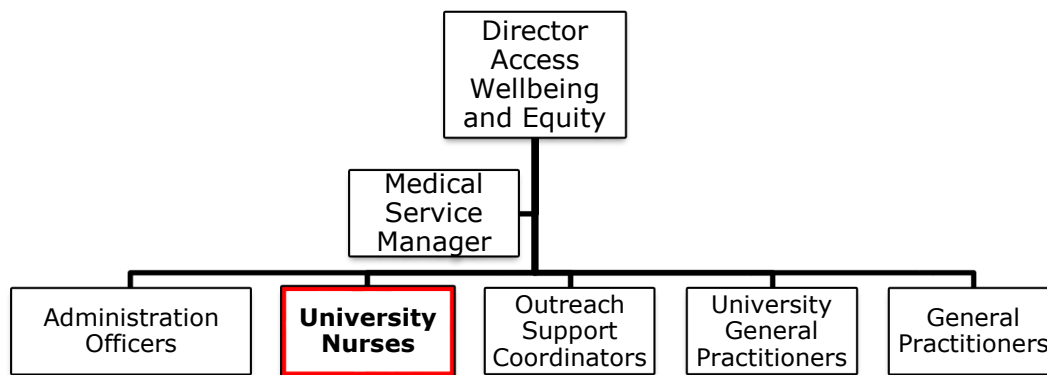
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse, and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government, and industry.

About the Work Area

Murdoch University Health provides professional and innovative services that optimise the student journey and promote the well-being of the wider university community. The administrative position plays a vital front of house role, coordinating the service for a multidisciplinary team of health professionals.

Reporting Relationships



Key Responsibilities/Duties

Health Promotion

1. Provide support for designated first aiders on campus and liaise with Murdoch Occupational Health and Safety regarding First Aid and OHS issues on campus.
2. Provide health advice and health promotion services in collaboration with other Murdoch University Health Staff.
3. Work collaboratively with staff of Murdoch University Health to optimise health outcomes for students and staff.

Clinical

1. Perform clinical duties within required level of clinical competency, according to best available evidence. Duties include, triage, immunisations and other injections, wound management, ECG's, Spirometry, and collection of pathology samples. Assist doctors with clinical procedures. Maintain clinical documentation.
2. Maintain at least one of the service clinical portfolios, infection control, vaccine management, sexual health, healthy lifestyle, student clinical placement.
3. Provide nursing cover for out-of-hours exams, orientation days and as required by university timetable.
4. Identify, contribute to the development of and participate in, priority health promotion areas as defined in the Operational Plan
5. Conduct emergency first aid management.

Quality Control

1. Performs cleaning/maintenance of all clinical areas and equipment.
2. Assists with stock control, stock rotation and supply of medical consumables.
3. Assists with the management of patient recall and reminder system.

Compliance

1. Maintain awareness of current and new legislation to ensure business is complying with all statutory and regulatory obligations including infection control, hazardous materials and safety handling/ disposal of medical waste, records management OHS and accreditation. Ensure relevant personnel are kept informed and changes are made to systems and procedures as required.

Organisational Requirements

1. Adhere to all relevant Murdoch University policies and procedures.
2. Maintain CPD as per registration requirements and as directed by the organisation.
3. Undertake reasonable tasks that may fall outside this position description when requested by a supervisor or Manager.

Selection Criteria

Essential

1. Unrestricted registration in the category of Registered Nurse with the Nursing and Midwifery Board of **Australia (AHPRA) and** five years post qualification experience.
2. Experience working in a non-hospital setting and/or general practice.
3. Experience in emergency triage, phlebotomy, and immunisation.
4. Demonstrated relevant clinical problem-solving skills.
5. Certification and demonstrated experience in:
 - a. Immunisation
 - b. Sexual and reproductive health or equivalent.
6. Demonstrated ability to communicate orally and in writing in a variety of health settings and with cultural sensitivity.
7. Ability to work independently and as part of a team.
8. Demonstrated competence with use of electronic health records and MS Office applications.
9. Demonstrated ability to use diagnostic equipment such as ECG, defibrillator.
10. Demonstrated commitment to applying relevant and applicable policies, procedures, and legislation in the day-to-day performance of the functions of this position.

Desirable

1. Commitment to practice accreditation.
2. Experience in health promotion, planning and delivery.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Current Working with Children Check WA
3. Ability to work outside of normal office hours when required.
4. Be able to provide evidence of appropriate vaccination or immunity in accordance.
5. with the University's Immunisation Policy.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons.
- report incidents, injuries, and hazards.
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.