

Practice Nurse Task List

The following is a list of tasks that may be performed by a Practice Nurse within their knowledge and capabilities, depending on the needs of each individual practice.

PLEASE ENSURE THAT YOU ARE COVERED UNDER YOUR INSURANCE TO UNDERTAKE THESE TASKS. APPROPRIATE QUALIFICATIONS ARE NECESSARY TO PERFORM THESE TASKS.

Healthy Kids Check

- Collect or maintain patient information
- Conduct a basic assessment of patient health
- Where appropriate, arrange for referrals or follow up for any condition identified
- Ensure Medicare item number is claimed

Immunisation

- Administer vaccines according to the National Health and Medical Research Council (NHMRC) schedule
- Maintain patients immunisation records
- Complete ACIR recording requirements
- Check monthly ACIR statements to follow-up incomplete payments
- Follow-up GP11020A report quarterly
- Order vaccines
- Maintain vaccine fridge according to NHMRC recommendations
- Complete daily vaccine fridge monitoring
- Maintain vaccine recall scheme for children under 7 yrs of age
- Maintain vaccine Hep B recall system for all 10 year olds
- Maintain vaccine 15 yr old recall system
- Maintain 50 yrs old Tetanus recall system
- Maintain 65 yr old flu and pneumococcal vaccine recall system
- Complete annual flu acquittal form
- Maintain practice immunisation rate above 90%

Health Assessments

- Maintain over 75 years recall system
- Undertake functional assessment component of health assessments weekly (depending on number of eligible patients).
- Undertake the information collection component of health assessment
- Document health assessments on computer, or as determined
- Arrange GP appointments with patient to complete health assessment
- Ensure Medicare Health Assessment item number claimed

GP Management Plans and Team Care Arrangements

- Identify appropriate patient/s
- Maintain a recall system for reviews
- Assessing patients and documenting results, identifying needs

- Preparing GP Management Plans/Team Care Arrangements
- Provide self-management information and other patient education
- Assists in referring patients to allied health services where appropriate
- On going assistance with reviews and re-assessment of patient
- Ensure Medicare item numbers are claimed

Diabetes annual cycle of care

- Compile database of all known diabetics
- Ensure each diabetic patient record has annual cycle of care documentation
- Maintain diabetic recall system
- Undertake diabetic education as deemed appropriate
- Undertake diabetic foot assessments where appropriate
- Undertake a full eye examination at least every 2 years for appropriate patients
- Undertake blood pressure, height, weight and calculate BMI
- Undertakes BGLs where appropriate
- Takes blood for Hb A1c, cholesterol, triglycerides, & HDL monitoring
- Checks smoking status
- Refers patients with diabetes when appropriate eg. Podiatry services and diabetes centre
- Ensures Diabetes cycle of care Medicare Item number is claimed
- Ensures practice's diabetes care rates meet requirements for PIP Outcome Payment.

Asthma Cycle of Care (2 step)

- Perform Spirometry
- Provide patient education regarding asthma and asthma related devices when necessary
- Maintain databases with register and recalls systems
- checks smoking status
- Encourages self monitoring – demonstrates how to perform peak flow expiratory flow rate and maintain a systems/ peak flow diary
- Develops individual patient asthma action plans in conjunction with GP
- Ensures Asthma Cycle of Care Medicare item number is claimed

45-49 Year Old Health Checks (once only)

- Search databases for eligible patients who have an identifiable risk factor for chronic diseases including family history
- Send recall letter
- Assist GP assessing patients and documenting results, identifying needs
- Provide self-management information and other patient education if necessary
- Assists GP preparing a GPMP/TCA if appropriate
- Assists in referring patients to allied health services if appropriate

Antenatal Clinic

- Maintain antenatal register
- Maintain birth register
- Investigate and order resources

- Undertake urinalysis, weight, BP foetal hearts, foetal lie and presentation as deemed appropriate
- Provide antenatal education

Venipuncture

- Undertakes blood collection
- Develops systems for the collection of blood by pathology service
- Maintains blood collection register
- Follows up blood collection results on a weekly basis

Minor procedures/ wound care

- Maintains minor procedures appointment system
- Prepares patient for minor procedure
- Prepares consulting room/s for procedures
- Removes sutures and surgical clips
- Assesses and attends to wound care

Cervical screening

- Maintains cervical screening recall register
- Undertakes pap smears, pelvic examinations and breast awareness education where appropriate
- Ensures adequate sampling of squamous columnar junction
- Ensures Cervical Screening Medicare item number has been claimed
- Ensures practice's cervical screening rates meet requirements for PIP outcome payment

Accreditation

- Develop protocols and procedures relevant to nursing duties to meet accreditation requirements
- Attend practice clinical meetings
- Responsible for infection control within the practice
- Maintain appropriate waste disposal and waste collection requirements
- Maintain appropriate sharps disposal and sharps collection requirements
- Provide education to staff re infection control and cleaning requirements

Sterilisation

- Ensure that all used instruments are cleaned according to the RACGP guidelines
- Ensure that the practice has a designated "dirty" basin
- Develop and maintain sterilisation protocol for the practice
- Record all batches of sterilised instruments in a designated "Sterilisation Book" according to RACGP guidelines
- Ensure that the steriliser meets all of the AS 1487 requirements
- Ensure that batch numbers are recorded in patient records
- Arrange annually for the steriliser to be calibrated and validated
- Ensure that all sterilised stock is rotated and stored appropriately
- Order and replaces protective equipment as required
- Maintain spills kit

General Duties

- Triage patients on arrival to practice
- Maintain and restocks Drs bag on a monthly basis or more often if used frequently
- Maintain and rotate medication supplies on a fortnightly basis
- Checks and restocks emergency equipment weekly or after use
- Maintain practice S8 drug register/s
- Give injections as requested by the GP
- Undertake ECGs as requested by the GP
- Undertake urinalysis as requested by the GP
- Syringes ears
- Completes health summary documents on all new patients and maintains existing records
- Order nitrous oxide and O2 as required
- Undertakes audiometry as deemed appropriate
- Performs continence assessments, education and referrals
- Undertakes medicals for diving, CentreLink, Workcover as appropriate
- Undertakes “eye washing” as necessary
- Assists with plastering and removal of plaster

Source: www.agpn.com.au/nigprecrUIT