



# Job Application Package

## Enrolled Nurse – Pathology (Administration)

### Operations Roe Street Clinic

Permanent, Part-time (27.5 hours per week)

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Thank you for your interest in this position.

If you require further information about the position please contact Elena Donaghy, (Nurse Consultant) on 08 9227 6177.

For more information about SHQ (Sexual Health Quarters) visit our website at [www.shq.org.au](http://www.shq.org.au).

This job pack contains the following information:

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#### 1. About the Team and the Clinic

SHQ clinicians have a high level of expertise in sexual health issues, and are specifically trained in this area. We are primarily a training clinic, supporting doctors and nurses to gain training in sexual and reproductive health.

SHQ provides clinical services to both men and women. Referrals are not required and our services include;

- Discussing and presenting contraceptive options.
- Sexually Transmissible Infections (STI) Testing.
- Pap smears.

#### 2. Job Details

**Employment Status:** Permanent, Part-time  
**Hours:** 27.5 hours/week  
**Position:** Enrolled Nurse – Pathology

SHQ (Sexual Health Quarters) has an exciting opportunity for an Enrolled Nurse to join our friendly, professional and passionate Clinic team located on Roe Street, Northbridge.

We are seeking an experienced, reliable Enrolled Nurse to join our Clinical Team. You will provide skilled clinical and administrative support to our clinicians through the monitoring and follow up of pathology results, liaising with external laboratories and agencies,

maintaining statistics and records, as well as assisting with IUD insertions, preparing consultation rooms and assisting with stock ordering in this varied and dynamic role.

### 3. Benefits

Below are some of the benefits that we offer our employees at SHQ:

- Vibrant, casual and friendly working environment
- Permanent Part-time hours
- Centrally located within the CBD
- 17.5% Annual Leave Loading
- Salary Packaging (up to the value of \$15,899/FBT year)
- Employee Assistance Program
- SHQ Internal Holidays

### 4. Application Information

You are encouraged to talk with us about the positions and your application before you apply. Contact Elena Donaghy, (Nurse Consultant) on 08 9227 6177.

#### Submitting your application

Your completed application should include:

- A **resume** outlining:
  - Work experience, including key activities and achievements.
  - Details of education or professional training.
  - Names and contact details of two recent referees who are able to comment on your work performance.
- A **cover letter** (introducing us to you and outlining your relevant experience – no more than a page)
- A **copy** of your;
  - National Police Clearance and Working with Children Checks.
  - Current unrestricted Australian drivers licence
  - Current certificate of immunisation and or evidence of immunity for (Hepatitis B, Influenza, Pertussis, Measles Mumps and Rubella, Varicella)

Applications can be submitted via Seek, or by email.

**Email:** [Jobs@shq.org.au](mailto:Jobs@shq.org.au)

#### Important Information

We urge interested people to contact us as soon as possible. **Closing date for applications is Midday, Friday 3<sup>rd</sup> February 2017.**

SHQ is the leading provider of sexual and reproductive health services in Western Australia. We are an independent, non-profit organisation with over 40 years' experience in sexual and reproductive health. Our Vision is Sexual health and wellbeing for all Western Australians.

## 5. Position Description

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<b>Position</b>	Enrolled Nurse - Pathology
<b>Employment Status</b>	Permanent, Part-time
<b>Reports To</b>	Nurse Consultant
<b>Classification</b>	PICEN (Pathology & Infection Control Enrolled Nurse)
<b>Hours</b>	27.5 hours/week

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### Position Purpose

To provide support to SHQ clinicians through the monitoring and following up of Pathology results, including liaising with external laboratories and agencies.

Ensure the general principals of infection prevention and control including hand hygiene and standard precautions are implemented and adhered to in the clinical setting by direct work and the ongoing support of Client Support Officers in their Clinic Assistant role.

### Key Responsibilities

#### Critical Objectives

- Monitor the dispatch of pathology specimens and receipt of laboratory reports
- Review and check off all pathology reports as they are received and follow up late reports.
- In conjunction with appropriate clinician send registered letters to clients with abnormal Pap smear results.
- In conjunction with appropriate clinician ensure clients are informed of positive reports of STI or other notifiable infections.
- In conjunction with the appropriate clinician ensure clients are informed of results and any necessary follow up.
- Maintain statistics and records of all pathology results
- Through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.
- Practices best practice infection prevention and control including standard precautions, hand hygiene and aseptic technique.
- Prepare consultation rooms for clinics as required.
- Provide assistance to medical staff during the insertion of Intrauterine Device (IUD) clinics.
- Assist with stock / imprest ordering and control as directed.
- Comply with all organisational policies and procedures and relevant legislation.

- Contribute to the organisation's Safety and Quality objectives and commitment to continuous improvement.
- Complete all mandatory training as required by the organisation.

## 6. Selection Criteria

### Selection Criteria

#### Essential Qualifications

- Registered in Division 2 with the Nurse's Board of Western Australia

#### Desirable Qualifications

- Certificate three in Pathology Collection (Mater Education)

#### Essential Skills, Knowledge, Abilities and Experience

- A minimum 2 years post registration experience
- A Current Practising Certificate
- Thorough knowledge of standard and transmission based precautions and infection control principles
- Proven administrative skills, including proficiency in using a range of software applications, including Microsoft Word, Excel and databases.
- Working knowledge of pathology processes
- Demonstrated interest and experience in sexual health or a related field and demonstrated understanding of the sensitive nature of sexual health and the importance of confidentiality for people accessing the service
- Knowledge of clinic practices in IUD Clinic
- Knowledge of cleaning standards required in consulting rooms
- Knowledge of procedures to be performed in consultation rooms
- Experience in a clinical setting
- Demonstrated task and time management skills
- Awareness of own personal values, attitudes and beliefs and how they impact on communication with clients
- Able to take responsibility for own professional development
- Available for evening shifts as required
- High level of organisational and time management skills with the ability to establish priorities to meet conflicting deadlines with minimal supervision.
- Sound written and verbal communication and interpersonal skills, including the ability to communicate confidently and clearly with a wide range of stakeholders.
- Excellent interpersonal skills and the ability to develop strong working relationships.
- Commitment to the philosophy and objectives which guide the work of SHQ

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Desirable Skills, Knowledge,  
Abilities and Experience

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- Ability to use Patient Management systems

Clearances:

- A National Police Clearance and Working with Children Check are a requirement for this position.
- Current unrestricted Australian drivers licence
- Current certificate of immunisation and or evidence of immunity for (Hepatitis B, Influenza, Pertussis, Measles Mumps and Rubella, Varicella)

*NB: A criminal or other record does not automatically preclude an applicant from employment. NB: A criminal or other record does not automatically preclude an applicant from employment.*

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**Approval**

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	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Staff Member			
Director	<b>Max Taylor</b>		31 August 2016

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