



**JOB DESCRIPTION - REMOTE NURSE**

**Position Title:** Remote Nurse

**Location:** BHPJV NSW (Broken Hill) Camps 1 and 2

**Reports To:** ASA COO, Site Manager

**Personnel Responsible For:** Nil

**Key Relationships**

**Internal:** Medical Director  
ASA Head Office staff

**External Clients:** Onsite key stakeholders  
Other medical and emergency providers

**VISION STATEMENT**

*‘To deliver a ‘one-stop-shop’ approach to health and emergency services to ensure efficient and effective service delivery and to operate in areas where medical and emergency response services are either at a premium, rudimentary or non-existent.’*

**MISSION STATEMENT**

*“To provide high quality emergency support services to fulfil Customer needs in Pre-Hospital Care, Preventive Medicine, Health Operations & Training, Emergency Management and Health & Emergency Service Consulting.”*

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### **Location and Description of Role**

1. ASA provides health support to BHPJV NSW servicing predominantly construction and drilling personnel from the Camp location Broken Hill. A medical facility based at the Broken Hill camp will be utilised by the Nurse where some medical equipment and consumables will be held.

### **Key Responsibilities**

5. Daily operations will include, but are not limited to:

Carry out safe standards of clinical and nursing care according to the project policies and procedures and as contained in nursing manuals and the Service Providers medical protocols. Duties include:

- a) Maintain effective nursing and emergency coverage 24 hours per day for client related activities
- b) Provide nursing services and assistance as a result of any emergency incident as approved by the client
- c) Provide pre-hospital care
- d) Ensure correct and efficient nursing treatment and rehabilitation of personnel with occupational injuries and/or medical conditions or problems
- e) Consult with medical practitioners when required to coordinate the retrieval of sick or injured personnel
- f) Maintain clear, correct and confidential patient medical records
- g) Maintain adequate stocks of standard medical supplies through effective supply chain management
- h) Participate in training as required by the client
- i) Conduct and participate in health promotion activities (I.e. contractor prestart/toolbox meetings) as reasonably requested by the client
- j) Assist in any reasonable occupational health and safety matters for which the nurse is suitably qualified
- k) Maintain familiarity with field work locations, whilst providing a presence on site to assist with worksite health requirements

### **Qualifications & Personal Requirements**

6. This position is available to Nursing Practitioners with the appropriate qualifications and registrations. It is essential that the Nursing Practitioners appointed has the following experience and qualifications to support the role:

- a) Possess appropriate and up-to-date qualifications/licences as recognized and required for Queensland Australia health care providers;
- b) Possess experience with trauma/emergency medicine in occupational and/or construction settings to address situations such as crushing, chest and abdominal penetrating wounds, amputation, cardiac, seizure and psychological disorders;

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- c) Possess the critical skills require to deliver emergency and routine medical care;
- d) Are able to manage serious illness and injury at a remote location, prior to evacuation for further evaluation/treatment at a regional medical facility;
- e) As per the NMBA National Registration Standard for Endorsement of Nurse Practitioners (2010) must be able to demonstrate the following:
  - General registration as a registered nurse with no restriction on practice;
  - Advanced nursing practice in a clinical leadership role in which he or she intends to practice as a nurse practitioner, within the past five years, complemented by research, education and management;
  - Competence in the Australian Nursing and Midwifery Council's (2006) National Competency Standards for the Nurse Practitioner;
  - Completion of the requisite Masters' qualification approved by the NMBA.
- f) Additional registration standards relevant to the nurse practitioner include:
  - Nursing and Midwifery Criminal History Registration Standard;
  - Nursing and Midwifery Regency of Practice Registration Standard;
  - Nursing and Midwifery Professional Indemnity Insurance Registration Standard;
  - Nursing and Midwifery Continuing Professional Development Registration Standard;

### **General Responsibilities**

- 7. The Registered Nurse appointed must have proven ability to:
  - a. Personal
    - Represent ASA in a highly professional manner and work within the aims and values of the company.
    - Behave in a professional manner consistent with the standards of the general medical profession.
    - Adhere to ASA alcohol and drug policy
  - b. Clinical Responsibilities
    - Clinical recording of all patient presentations.
    - Internal auditing of all patient records.
    - Maintain close liaison with Head Office.
    - Work with strict adherence to routine scope of practice and within individual scope of clinical practice and protocols according to qualifications.
  - c. Administrative and Reporting Responsibilities
    - Complying with all directives, policies and guidelines issued by ASA.
    - Complying with all reporting guidelines issued by the client.
    - Administration activities associated with the running of clinical facility.
    - Maintain, clear, legible, accurate medical records of all consultations and examinations as part of the ASA medical record reporting system.
    - Ensuring the integrity of all computer records through weekly back up of clinical or paper based health records and other administrative documents.
    - Maintain effective communication with Head Office

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### d. Additional Requirements

- Maintain effective communication with individuals, colleagues, clients and other service providers, to ensure efficient and effective delivery of contractual obligations.
- Comply with Human Resource Management issues, including Workplace Health and Safety, Equal Employment Opportunity and anti-discrimination as applied in the working environment.
- Conform to all relevant client site rules and regulations.
- Verify that approved procedures are adopted within the area of responsibility.
- Ensure compliance with the company Quality System, its policies and procedures.
- Liaise with the Human Resources Quality Manager with regards to movements and timings in and out of the operational zone.

### **Confidentiality & Record Management**

8. Anodyne Services Australia (ASA) will use medical records to inform medical facilities as appropriate on patients treated by ASA medical personnel. All information stored on computers is to comply with the International Health Standards for storage and management of clinical information (AS/ISO 15489.1-2002).

#### **Deborah Pohatu**

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