



- **Practice Nurse**
- **Medical Receptionist**

UFS Medical are seeking experienced Practice Nurses and Medical Receptionists to join their team. This is a unique opportunity to join an innovative organisation renowned as an employer of first choice.

Practice Nurse – casual

Registered Division 1 Practice Nurse with extensive experience in primary health care. Clinical duties will include triage, immunisations, collection of pathology samples, wound management, ECG, chronic disease management, aged care assessment, health screening, assisting doctors with clinical procedures and maintaining clinical documentation. Candidates with additional qualifications including women's health and immunisation would be highly regarded.

The successful candidate will have a demonstrated understanding of the needs of general practice including ensuring compliance with all statutory and regulatory obligations.

Medical Receptionist – casual

UFS Medical Reception staff provide support to all medical and non-medical staff and are responsible for managing patient flow, patient enquiries, administration tasks and diary management. Applicants must have a sound knowledge and extensive experience in a general practice environment, as well as exceptional interpersonal and communicational skills.

Please contact Taryn Bennett on 5327 7766 or recruitment@ufs.com.au for a position description. Please forward your applications including a cover letter and resume by Friday 12 March, 2010 to:

**Employee Services Officer
UFS Dispensaries Ltd
PO Box 301, Ballarat Vic 3353**