



POSITION DESCRIPTION

Position Title:	Nurse Practitioner
Award Classification:	Nurse Practitioner Year 1 NO1 or Year 2 NO2 Mental Health Nurse Practitioner RPN 4, RPN 5, RPN 6
Award / Agreement Name:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 Victorian Public Mental Health Services Enterprise Agreement 2020-2024
Position Reports to:	Professionally - Director of Nursing Program Operationally – Manager/Nurse Manager/Team Leader or Deputy Director Operations (where no NM within the Department) Clinical Director/Supervisor - Relevant department

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is a leading metropolitan public health service in Melbourne where nurses and midwives are supported to grow and develop within the profession. At Eastern Health, we provide opportunities for nurses and midwives, as valued health care professionals, to achieve the highest level of nursing and midwifery excellence. Eastern Health spans several campuses and provides a comprehensive range of high quality acute, sub-acute, palliative care, mental health, addiction services, residential care, and community health to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs.

Our teams are invested in creating a friendly and supportive environment that is safe and welcoming, where together we can deliver the best health care experiences and outcomes. Eastern Health provides a safe environment for children and young people who are in our care, abiding by all legislative requirements.



1. POSITION PURPOSE

The Nurse Practitioner is a registered nurse with the experience, expertise and authority to function autonomously and collaboratively in an advanced and extended role. The Nurse Practitioner (NP) role includes assessment and management of clients within their area of competence, using advanced nursing knowledge and skills which may include, but not limited to, the direct referral of patient to other health care professionals, diagnosis and treatment of medical conditions within their scope, prescribing medications and ordering/interpreting diagnostic tests.

The Nurse Practitioner role is grounded in the nursing professional values, knowledge, theories, practice and provides innovative and flexible health care delivery that compliments other health care providers. The scope of practice is determined by the context in which the Nurse Practitioner is authorised to practice, according to the Nursing & Midwifery Board of Australia (NMBA) competency and accreditation standards.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES:

Respect for All
• Performs comprehensive consumer assessments and demonstrates skills in the diagnosis and treatment of acute and chronic illness within the specified scope of practice independently and in collaboration with other members of the multidisciplinary team. • Demonstrates comprehensive understanding of specific pharmaceuticals and diagnostic tests related to specified area of practice. • Practices within a clinical framework that is evidence based, relevant, current and is in accordance with the ANMC competency standards and departmental policies and procedures. • Practices within scope and consults appropriately, facilitating consumer access to appropriate interventions and therapies. • Demonstrates advanced knowledge of human sciences and extended skills in diagnostic reasoning. • Orders appropriate investigations and prescribes medications and other treatment and ensures ongoing follow up occurs, within scope of practice and model of care. • Acts as a positive role model, providing expert nursing knowledge to the multidisciplinary team and is accountable and responsible for advanced levels of decision making. • Ensures all consumers, patient's family, residents, visitors and staff are treated in a courteous and non-discriminatory manner. Provides an efficient and customer focused service. • Facilitates effective and timely communication with consumers, team members, program leads, other EH departments and the public. • Demonstrates a commitment to positive organisational change. • Ensures ongoing performance excellence is monitored, reported and sustained. • Oversees clinical handovers and reviews as required ensuring consistency of service response and clinical follow-up requirements identified are implemented including escalation of any principal issues or risks. • Provides expert advice, innovative options and solutions in areas of complex clinical care to the team and to consumers. • Possesses extensive specialist clinical knowledge and skills to mentor staff and influence others to adopt high standards of best practice, ethical and legal conduct which is modelled in own actions and decisions.
Safe Always

- Works autonomously within defined scope of practice
- Undertakes the development of professional practice including participation in and promotion of evidence-based practice and research.
- Maintains competencies by ensuring clinical audits and presentation of monthly case studies to relevant stakeholders.
- Actively leads and participates in quality improvement processes.
- Ensures personal compliance with relevant Acts, Agreements and Eastern Health Directions, Policies, Procedures, Staff Handbook and Code of Conduct.
- Leads policy and procedure development in consultation with key stakeholders as required within scope of area of practice.
- Initiates and maintains models of care for defined scope of practice.
- Employs the skills of timely and effective communication with healthcare personnel to guide and achieve optimal consumer/performance outcomes.
- Supports senior clinicians and the wider team to ensure clinical competency and professional development now and into the future.
- Ensures optimal patient safety is maintained through implementation of collaborative proactive strategies. This will enhance outcomes for the person through safety enhancement.
- Ensures compliance with Eastern Health Nurse Practitioner Framework specification for non-clinical time is achieved (80% clinical 20% non-clinical) or as mutually agreed with discussion within clinical area of work.
- Undertakes an annual performance appraisal and identifies learning needs.
- Maintains continuing professional development relevant to context of practice each year, in compliance with minimum hours set by the Nursing and Midwifery Board of Australia.
- Engages in individual clinical supervision, provides effective clinical supervision to others, and promotes reflective practice to achieve optimal consumer and family outcomes.
- Provides clinical supervision to Nurse Practitioner Candidates and other clinicians, as well as coaching, support and formal performance feedback to ensure clinical competency and professional development now and into the future.
- Represents and promotes Eastern Health and the Program/stream of care at internal and external forums, conferences and events and share knowledge for the betterment of the health industry generally.
- Participates in the relevant Professional Leadership Groups.
- Recognises and deters potential risk which may jeopardise health, safety and wellbeing.
- Complies with all State legislative requirements regarding the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.
- Implements harm minimisation and risk assessment strategies for at-risk individuals.
- Treats all employees of the organisation with respect and dignity and free of discrimination or harassment.

Learning and Improving Every Day

- Leads and promotes research and critical analysis in order to ensure service and defined nursing practice benchmarks are achieved.
- Evaluates current research and coordinates with key stakeholders to implement change processes to reflect research findings that ensures evidence based practices are foremost in the model of care.
- Be accountable for the standards and outcomes of practice within the program and for addressing practices that are not consistent with policies, standards, procedures and evidence-based research.
- Promote a climate of learning and continuous service improvement within unit and organisation.
- Contributes to the development, implementation and monitoring of Improvement and Innovation Plans (IIPs). Drives service improvement and analyses systems / processes to ensure these are

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- Practices within a clinical framework that is evidence based, relevant, current and is in accordance with the ANMC competency standards and departmental policies and procedures.
- Practices within scope and consults appropriately, facilitating consumer access to appropriate interventions and therapies.
- Demonstrates advanced knowledge of human sciences and extended skills in diagnostic reasoning.
- Orders appropriate investigations and prescribes medications and other treatment and ensures ongoing follow up occurs, within scope of practice and model of care.
- Acts as a positive role model, providing expert nursing knowledge to the multidisciplinary team and is accountable and responsible for advanced levels of decision making.
- Ensures all consumers, patient's family, residents, visitors and staff are treated in a courteous and non-discriminatory manner. Provides an efficient and customer focused service.
- Facilitates effective and timely communication with consumers, team members, program leads, other EH departments and the public.
- Demonstrates a commitment to positive organisational change.
- Ensures ongoing performance excellence is monitored, reported and sustained.
- Oversees clinical handovers and reviews as required ensuring consistency of service response and clinical follow-up requirements identified are implemented including escalation of any principal issues or risks.
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effective and efficient.

- Reviews current service model of care and liaises with key stakeholders to develop a model of service for future service needs. This includes financial recuperation and sustainability.
- Identify, design and provide education programs as required to the patient and other relevant stakeholders' individual learning needs.
- Accepts responsibility for continuing professional development.
- Assists in orientation of new staff and Nurse Practitioner candidates by ensuring clear understanding of role and responsibilities of the Nurse Practitioner.
- Works closely with professional and clinical mentors to reflect upon and further develop clinical and leadership capacity.
- Accountable to the operational reporting manager to demonstrate the effective and efficient use of resources in line with agreed budgetary parameters and performance targets.
- The following link provides information on the endorsement process and standards for Nurse practitioners.
- <http://www.nursingryboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines/nurse-practitioner-standards-of-practice.aspx>

Partnering in Care

Respect for All

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- Works autonomously and collaboratively within the multi-disciplinary team and have flexibility to work across Eastern Health.
 - Works with the Multidisciplinary Teams, Clinical Director and Clinical leads to ensure that person centered care and safety planning are role modelled and practiced.
 - Provides tailored education to consumers, their families/carers to ensure consumers are informed and involved in their care
 - Participates in education of nursing staff and other health professionals through role modelling and facilitating the exchange of knowledge.
 - Actively participates in all required Eastern Health operational, professional, and systemic committees or meetings.
 - Provides culturally sensitive care to consumer from diverse cultural backgrounds
 - Complies with NMBA Code of Professional conduct and professional standards

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based. You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards. As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be HEALTHIER TOGETHER. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1: Key Selection Criteria
- Attachment 2 – Key Result Areas /Key Performance Indicators
- Attachment 3 – EH Nursing & Midwifery Domains of Practice Professional Framework

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Qualifications
Essential - Registered Nurse with the Nursing & Midwifery Board of Australia (NMBA), with no conditions of registration - Completed Master's degree of Nurse Practitioner or equivalent Clinical Master's degree, as deemed appropriate by Nursing and Midwifery Board of Australia via AHPRA, including the Therapeutic Medication management module - Endorsement as a Nurse Practitioner on the National Register via the NMBA
Knowledge and Skills
Essential - Advanced interpersonal, communication and networking skills - Proficient written and computer literacy skills - Demonstrated ability to work both autonomously and collaboratively as part of a multi-disciplinary team - Broad based knowledge of professional issues in nursing and a good understanding of health care systems and future trends - Innovative, resourceful and adaptive to change - Evidenced contribution to nursing/midwifery professional and practice development - Extensive and recent clinical experience in clinical specialty - Advance level of therapeutic management skills and commitment to quality improvement - Demonstrated excellent collaborative, leadership, teaching, and interpersonal skills - Ability to evaluate practice at an advanced level - Experience in nursing research and research skills. - Demonstrated ability in written and verbal communication skills, including report writing Desirable - Evidence of previous service delivery expansion/sustainability and good understanding of health economics - Research, Publication and public presentation experience
Personal Attributes

- Exhibits behaviors which reflect the Eastern Health values and NMBA Codes and Standards.
- Promotes and contributes to a supportive and engaged team environment.
- Commits to providing a safe environment for all.
- Respectful, collaborative and kind.

ATTACHMENT 2

KEY RESULT AREAS/KEY PERFORMANCE INDICATORS

Nurse Practitioners are accountable to deliver autonomous and identifiable practice with respect to individual competencies and scope of practice with appropriate consultation and collaboration with their direct line manager and other members of the health care team to ensure delivery of patient-centred care.

- Rate of incidents are reviewed within identified time frames and actions implemented
- Support to meet Eastern Health (EH) access, activity and target indicators as defined by KPI Scorecard
- Review of complaints and compliments within identified timeframes as requested by manager.
- Contribution to the ongoing learning opportunities for staff at a local, and as appropriate organisational level.
- Evidenced support of ongoing research activities, and as appropriate identification and support of future research activity
- Progress of operational Improvement Plans and work to improve patient outcomes
- Maintain activity actual against target
- Annual report demonstrating service/practice achievements and future opportunities

ATTACHMENT 3 – NURSING & MIDWIFERY DOMAINS OF PRACTICE

The **Nursing Midwifery Domains of Practice** resource has been developed by the Eastern Health Nursing Midwifery Executive using the domains of nursing as identified by Ackerman et al. (1996)⁽¹⁾ and the National Common Health Capability Resource (2013). Its aim is to support the individual clinician by promoting common behaviours and skills which comprise and represent the complex role of nursing and midwifery.

There are five domains of practice which are considered integral components of the role of all Eastern Health nurses and midwives; comprehensive patient care, support of systems, education, research and professional leadership. (see summary at Table 2)

Recognising that the level of skills acquisition will be dependent on nurses and midwives' specific roles and experience, the domains have been referenced to the 'novice to expert' skills acquisition model first developed by Dreyfus⁽²⁾ and adapted for nursing by Benner.⁽³⁾

Behaviours are specified at five different levels, and reflect an increasing degree of autonomy, complexity, awareness and activity being performed.

Table 1: Summary of Behaviour Levels

Novice	Advanced Beginner	Competent	Proficient	Expert
Works within a known and stable context , consulting when abnormalities arise before taking action	Works within a known and stable context , consulting when abnormalities arise	Acts independently in routine situations within scope, and responds to known dilemmas	Acts independently in complex situations within scope, and responds to unknown dilemmas	Provide vision and direction and shape and implement strategies and initiatives that enable others to perform as required

Levels do not equate to roles or hierarchy within the workforce. Instead, the levels reflect what level of behavioural skill is required to achieve the desired care goals or outcomes in a given situation. Levels should be treated as cumulative, meaning that behavioural indicators at subsequent levels in the scale should be read in conjunction with the behaviours specified at any lower level.

Some levels may serve as an aspirational standard in some instances, rather than accurately reflecting behaviours of current practice. Where a gap exists between current and future practice behavioural skill requirements, there should be aspiration to meet the standard specified to enhance or effectively meet individual and community health needs.

Table 2: Domains of Practice

Domains of Practice				
Direct comprehensive care	Support of systems	Education	Research	Professional leadership
• Patient history • Patient assessment • Perform and deliver care • Monitor & Evaluate Care	• Planning for the Future • Safety and Quality • Recruitment & Retention	• Education of patients & families, relationship building • Own professional education • Professional education of others	• Knowledge of research evidence relevant to area of practice • Involvement and dissemination of research	• Professional conduct • Accountability