



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>AOD Nurse Practitioner</b>
<b>Award Classification:</b>	<b>Nurse Practitioner Year 1 NO1 or Year 2 NO2</b>
<b>Award / Agreement Name:</b>	<b>Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028</b> <b>Victorian Public Mental Health Services Enterprise Agreement 2020-2024</b>
<b>Position Reports to:</b>	<b>Professionally - Director of Nursing</b> <b>Operationally – Team Leader</b> <b>Clinical Director - TPETS</b>

### 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.



## POSITION PURPOSE

- The AOD Nurse Practitioner role within Turning Point Eastern Treatment Service (TPETS) will work in a comprehensive and integrated AOD model of care designed to deliver advanced clinical leadership and person-centred care for individuals experiencing co-occurring mental illness and substance misuse. The role will involve both direct clinical care and stakeholder liaison, aligned with Recommendation 36 the Royal Commission into Victoria's Mental Health System, with a focus on the eastern catchment area of Victoria. Key duties include:
  - Primary and secondary consultations for complex cases across mental health and AOD sectors
  - Facilitating transitions between inpatient and community care and strengthening referral pathways
  - Evidence-based assessment, diagnosis and treatment including prescribing medications and ordering diagnostic interventions within scope of practice
  - Education, training and research to enhance integrated outcomes
  - Championing collaborative, harm-reduction approaches and compliance with NMBA standards and Eastern Health values
- This role is pivotal in bridging service gaps, fostering MTD collaboration and driving innovation to achieve safer, more effective and recovery-oriented care for clients with dual diagnosis needs. The role will be split between Hamilton Centre Eastern and Carrington Road sites with flexibility depending on service needs.

## MAJOR DUTIES AND/OR RESPONSIBILITIES:

### Respect for All

- Build and maintain relationships with mental health teams, dual diagnosis services, support stakeholder service navigation, and develop community partnerships.
- Provide primary and secondary consultations, support transition from inpatient to community care, and help strengthen referral pathways.
- As part of the Turning Point Eastern Treatment Service Specialist Pharmacotherapy Service, prescribe opioid pharmacotherapy to a caseload with support from the team
- Perform comprehensive consumer assessments, as part of 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.
- Practice within a clinical framework that is evidence based, relevant, current and is in accordance with the ANMC competency standards and departmental policies and procedures.
- Practice within scope and consult appropriately, facilitating consumer access to appropriate interventions and therapies.
- Demonstrate advanced knowledge of human sciences and extended skills in diagnostic reasoning.
- Order appropriate investigations and prescribe medications and other treatment and ensures ongoing follow up occurs, within scope of practice and model of care.
- Act as a positive role model, providing expert nursing knowledge to the multidisciplinary team and is accountable and responsible for advanced levels of decision making.
- Ensure all consumers, patients, residents, visitors and staff are treated in a courteous and non-discriminatory manner. Provides an efficient and customer focused service.
- Facilitate effective and timely communication with consumers, team members, program leads, other EH departments and the public.
- Demonstrate a commitment to positive organizational change.
- Oversee 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.

- Provide expert advice, innovative options and solutions in areas of complex clinical care to the team and to consumers.
- 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

- Work autonomously within defined scope of practice
- Work between Hamilton Centre and Carrington Road (SPS), with flexibility depending on service needs.
- On some occasions when there are medical or senior nursing staff absences to support TPETS services, including team leader roles, for outpatient and bed based AOD services including consultation liaison service
- Work across multiple sites – Ringwood, Carrington Road, Box Hill, inpatient mental health units, and occasionally Latrobe Regional Health in Gippsland if required.
- As the NP is a senior clinical position, there may be occasions where the incumbent is requested to provide coverage for Team Leader responsibilities across TPETS
- Undertake and promote evidence-based practice and research.
- Maintains competencies including completing clinical audits
- Participate in education activities for stakeholders
- Actively lead quality improvement processes.
- comply with relevant Acts, Agreements and Eastern Health Directions, Policies, Procedures, Staff Handbook and Code of Conduct.
- take a key role in policy and procedure development in consultation with key stakeholders.
- Initiate and maintains models of care for defined scope of practice.
- Employs the skill of timely and effective communication with healthcare personnel to guide and achieve optimal consumer/performance outcomes.
- Support senior clinicians and the wider team to ensure clinical competency and professional development now and into the future.
- Ensure optimal patient safety is maintained through implementation of collaborative proactive strategies. This will enhance outcomes for the person through safety enhancement.
- Ensure compliance with Eastern Health Nurse Practitioner Framework specification for non-clinical time is achieved (80% clinical 20% non-clinical) with mutual discussion within clinical area of work.
- Undertake an annual performance appraisal and identifies learning needs.
- Maintain continuing professional development relevant to context of practice each year, in compliance with minimum hours set by the Nursing and Midwifery Board of Australia.
- Engage in clinical supervision, provide effective clinical supervision to others, and promote reflective practice
- Represent and promote 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.
- Participate in relevant Professional Leadership Groups.

## Learning and Improving Every Day

- Lead and promotes research and critical analysis in order to ensure service and nursing practice benchmarks are achieved.
- Contribute to education and support for inpatient and community teams related to addiction pathways and linkages.
- Evaluate current research and coordinate with key stakeholders to implement change processes to reflect research findings to ensure 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 organization.
- Contribute to the development, implementation and monitoring of Improvement and Innovation Plans (IIPs). Drives service improvement and analyses systems / processes to ensure these are 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 for sustainability.
- Identify, design and provide education programs as required to the patient and other relevant stakeholders' individual learning needs.
- Accept responsibility for continuing professional development.
- Assist in orientation of new staff and Nurse Practitioner candidates by ensuring clear understanding of role and responsibilities of the Nurse Practitioner.
- Work closely with professional and clinical mentors to reflect upon and further develop clinical and leadership capacity.
- Be 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

- Report of day-to-day operations will occur under the direction of the Team Leader at the site where the NP will be rostered.
- Work autonomously and collaboratively within the multi-disciplinary team and have the flexibility to work across Eastern Health.
- Work with the Multidisciplinary Teams, Clinical Director and Clinical leads to ensure that person centered care and safety planning are role modelled and practiced.
- Participate in education of nursing staff and other health professionals through role modelling and facilitating the exchange of knowledge.
- Actively participate in required operational, professional, and systemic committees or meetings.
- Recognise and determine potential risk which may jeopardize health, safety and wellbeing.
- Comply with all State legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.
- Implement harm minimisation and risk assessment strategies for at-risk individuals.
- Treat all employees of the organisation with respect and dignity and free from discrimination or harassment.
- Comply with NMBA Code of Professional conduct and professional standards

## 1. SAFE PRACTICE AND ENVIRONMENT

### Occupational Health and Safety

Eastern Health is committed to provide and maintain 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.

## 2. 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.

## 3. 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.

## 4. 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.

## 5. 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.

## 6. 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.

## 6. 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.

## 7. ATTACHMENTS

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

## 8. 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

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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<b>Position Reports to:</b>	Professionally - Director of Nursing Operationally – Team Leader Clinical Director - TPETS

Qualifications
<b>Essential</b> <ul style="list-style-type: none"><li>Registered Nurse with the Nursing &amp; Midwifery Board of Australia (NMBA), with no conditions of registration</li><li>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</li><li>Endorsement as a Nurse Practitioner on the National Register via the NMBA</li></ul>
Knowledge and Skills
<ul style="list-style-type: none"><li>Advanced interpersonal, communication and networking skills</li><li>Proficient written and computer literacy skills</li><li>Demonstrated ability to work both autonomously and collaboratively as part of a multi-disciplinary team</li><li>Broad based knowledge of professional issues in nursing and a good understanding of health care systems and future trends</li><li>Innovative, resourceful and adaptive to change</li><li>Evidenced contribution to nursing/midwifery professional and practice development</li><li>Extensive and recent clinical experience in AOD nursing</li><li>Advance level of therapeutic management skills and commitment to quality improvement</li><li>Demonstrated excellent collaborative, leadership, teaching, and interpersonal skills</li><li>Ability to evaluate practice at an advanced level</li><li>Experience in nursing research and research skills.</li><li>Demonstrated ability in written and verbal communication skills, including report writing</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>Evidence of previous service delivery expansion/sustainability and good understanding of health economics</li><li>Research, Publication and public presentation experience</li></ul>
Personal Attributes
<ul style="list-style-type: none"><li>Exhibits behaviour which reflects the Eastern Health values and NMBA Codes and Standards.</li><li>Promotes and contributes to a supportive and engaged team environment.</li><li>Commits to providing a safe environment for all.</li><li>Respectful, collaborative and kind.</li></ul>

## 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 other members of the health care team to ensure delivery of patient-centered 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
- Complaints and compliments management within identified timeframes
- Contribution to the ongoing learning opportunities for staff at a local, and at an appropriate organizational 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 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 <b>known and stable context</b> , consulting when abnormalities arise <b>before taking action</b>	Works within a <b>known and stable context</b> , consulting when abnormalities arise	Acts <b>independently in routine</b> situations within scope, and responds to <b>known dilemmas</b>	Acts independently in <b>complex situations</b> within scope, and responds to <b>unknown dilemmas</b>	<b>Provide vision and direction</b> and shape and implement strategies and initiatives that <b>enable others</b> 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
<ul style="list-style-type: none"> <li>• Patient history</li> <li>• Patient assessment</li> <li>• Perform and deliver care</li> <li>• Monitor &amp; Evaluate Care</li> </ul>	<ul style="list-style-type: none"> <li>• Planning for the Future</li> <li>• Safety and Quality</li> <li>• Recruitment &amp; Retention</li> </ul>	<ul style="list-style-type: none"> <li>• Education of patients &amp; families, relationship building</li> <li>• Own professional education</li> <li>• Professional education of others</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of research evidence relevant to area of practice</li> <li>• Involvement and dissemination of research</li> </ul>	<ul style="list-style-type: none"> <li>• Professional conduct</li> <li>• Accountability</li> </ul>