

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Nurse Practitioner</b>
<b>Grading:</b>	<b>Nurse Practitioner</b>
<b>Status:</b>	<b>full-time, part-time, casual</b>
<b>Location:</b>	<b>Newcastle, NSW (Note: occasional travel may be required)</b>
<b>Responsible to:</b>	Practice Managers – Regional (operational) Clinical Quality Nurse Manager (professional) Director of Nursing (professional)
<b>Responsible for:</b>	<b>Nil</b>
<b>Collaborates with:</b>	Medical Officers Registered Nurses Assistants in Nursing Rostering & Logistics Manager

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### Our Organisation

*Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.*

*Family Planning Australia is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.*

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### Position Overview

The nurse practitioner is accountable for delivering safe, professional and high quality clinical services to Family Planning Australia clients. The nurse practitioner will maintain high clinical standards and professional nursing practices across the organization in accordance with Family Planning Australia policies, procedures and clinical guidelines. The role requires a high level of clinical reproductive and sexual health knowledge, skills and experience, excellent communication skills and sound clinical judgment and critical thinking skills.

The primary purpose of the Nurse Practitioner is to provide specialised, high-quality nursing care autonomously and in collaboration with other health professionals in the areas of:

- Diagnosis and management of menstrual issues, urinary tract infections, pelvic floor conditions, sexual health dysfunction, symptoms of pelvic infection and other conditions as per expertise
- Ongoing management of menopause concerns and menopausal hormone therapy
- Referral to relevant specialist services as part of management of conditions within scope of practice
- cervical screening, STI screening and treatment, pelvic examination, breast examination and teaching Breast Self-Examination (BSE)
- pathology and diagnostic requests, referral, review and follow-up
- Information/education in relation to STI's & blood borne viruses (BBV's) and safe sexual practices
- Information/education on all methods of contraception
- Provision of abortion care in line with individual scope of practice which may include prescribing medical abortion medications

- Procedural expertise in inserting and removing LARC including assessment and management of post LARC insertion issues
- Obtains, prescribe, administer or supply controlled or restricted drugs in accordance individual and organisational scope of practice including the prescribing of medicines to support medical termination of pregnancy
- Support the management of abnormal results through provision of telehealth and prescription for treatment as required

Beyond direct client care, the Nurse Practitioner:

- Fosters best practice within the clinic through coordinating service delivery, educating staff, and engaging in evidence-based research
- Participates in governance processes essential for planning and delivery of health care and education programs as required
- Contributes to the revision and improvement of policies, procedures, and quality activities.
- Provides clinical instruction and supervision to health professionals undertaking clinical placement within NP scope of practice

### **Selection Criteria**

#### ***Essential***

- Australian Health Practitioners Regulation Agency registration- Nurse Practitioner endorsement
- Post graduate qualification in reproductive and sexual health (FPAA or equivalent) and/or relevant clinical experience in reproductive and sexual health nursing (or willingness to obtain upon commencement)
- Current unrestricted NSW Driver's License and ability to travel throughout NSW
- Experience in primary healthcare or reproductive and sexual health nursing
- Sound computer skills, including MS Office and electronic medical record applications

#### ***Desirable***

- Experience in quality improvement and clinical safety initiatives such as clinical audits and policy and procedure development
- Experience in the development or delivery of nursing education programs and knowledge of adult learning principles
- Skills in LARC insertion (implant and/or IUD) or willingness to be trained in same

#### ***Other requirements***

- A Criminal Record Check and/or Working with Children Check is/are required prior to commencement in this role
- Immunisation / vaccination requirements apply to this role

#### ***Values***

- Family Planning Australia is a pro-choice organisation – staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption / foster care or abortion.
  - As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
  - In this role this means leading and participating in the provision of both medical and surgical abortion services.

- Must have a human rights focus and support the Family Planning Australia values:
  - Compassionate
  - Collaborative
  - Empowerment
  - Bold

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## **Key Responsibilities**

### ***Clinical service provision***

- Maintain the required professional qualifications and competence level to practice within the defined scope of practice
- Commit to maintaining best practice by adhering to the scope of practice and within clinical role boundaries defined by FPA
- Commit to clinical skill development and take personal responsibility to update knowledge, enhance skill and maintain professional accreditation and competency standards to perform within the context of practice
- Commit to share knowledge, provide authorised clinical support and supervision to less experienced clinicians according to the Scope of Practice guidelines and policy
- Refer appropriately within and outside the organisation
- Contribute to maintaining clinic efficiency by
  - Complying with the conditions of employment
  - Maintaining high standards of clinical practice and documentation
  - Appropriately managing own time and clinical schedules, including when participating in clinical instruction
  - Collaborating effectively with other team members as required
  - Maintaining flexibility to enable clinic schedules to run smoothly and accommodate any clinical emergencies that may arise
- Any other duties within the scope of the role as directed by the Operations Management Committee and the Clinical Governance Committee

### ***Clinical leadership***

- The nurse practitioner will provide clinical leadership to nursing peers and other health professionals by role modelling high quality and professional practices at all times.
- Participate in the development of educational materials, provision of clinical instruction and facilitation in educational events
- Assist in the development and implementation of clinical policies and procedures in adherence to legislative and regulatory requirements
- Take accountability for supervising performance of less experienced staff
- Be open to participating in clinical research, data collection, evaluation and present evidence based outcomes when opportunity arises
- Advocate for the nursing role in clinical services and initiatives within and external to Family Planning Australia

### ***Safety and Quality***

- Commit to maintain best practice by adhering to the scope of practice of the position and within role boundaries as defined by Family Planning Australia
- Maintain the required qualifications and competencies to deliver high quality services

- Commit to on-going skill development and take responsibility to update knowledge, enhance skill and competency standards to perform within the context of work
- Apply defined guidelines, policies, procedures and protocols in a manner relevant and appropriate to the client's needs
- Contribute to clinical safety outcomes by maintaining high standards of clinical documentation and result management

#### ***Clinical Support Service***

- Ensure clients receive results in a timely manner
- Manage and support pathology results processing for all FPA clinics across NSW
- Communicate with medical officers and external stakeholders regarding referral management and results
- Manage Hot Doc appointment and results system

#### ***Clinical skill development***

- Receive and participate in appropriate clinical support, training and supervision to achieve and maintain the necessary skills, knowledge and aptitude to practice competently within the defined scope of practice
- Take personal responsibility for continuing professional and clinical skill development
- Participate in performance development processes to identify professional and skill development opportunities for continuous improvement
- Maintain and update records of professional registration, accreditation and credentials
- Attend mandatory training and in-service programs

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### **General Responsibilities**

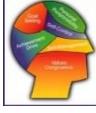
#### ***Financial and resource management / administration***

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPA

#### ***Work health and safety***

- Contribute to a constructive workplace culture and a safe workplace by modelling the organisation's values and ensure all workplace conduct is consistent with the behaviors' associated with those values.
- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

## Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
<b>Personal Attributes</b> 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Adept
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Intermediate
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
<b>Relationships</b> 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Adept
	Work Collaboratively Collaborate with others and value their contribution	Adept
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Intermediate
<b>Results</b> 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Intermediate
<b>Business Enablers</b> 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management Understand and apply effective planning, coordination and control methods	Foundational
<b>People Management (supervisory roles only)</b> 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Foundational
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Foundational
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Foundational
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Foundational

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**Verification**

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

**Position holder:**

Name:

Signature:

Date:

**Supervisor:**

Name:

Signature:

Date:

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