

## POSITION DESCRIPTION

|                           |   |
|---------------------------|---|
| <b>Position Title:</b>    | <b>Registered Nurse – Metropolitan Clinics</b>  |
| <b>Grading:</b>           | RN1 – RN8 (depending on clinical experience)  |
| <b>Remuneration:</b>      | to be advised by HR   |
| <b>Status:</b>            | Permanent, Part time  |
|                           | 20-32 hours/week (multiple positions)   |
| <b>Location:</b>          | Metropolitan clinics (Newington, Fairfield and Penrith)<br><i>(Note: This position is across multiple sites and routine travel to all clinics across metropolitan Sydney is required)</i> |
| <b>Responsible to:</b>    | Practice Managers – Metropolitan Clinics (operational)<br>Practice Manager - Statewide Services (operational)<br>Metropolitan Continuous Quality Improvement Nurse (professional)         |
| <b>Responsible for:</b>   | Nil   |
| <b>Collaborates with:</b> | Medical Officers<br>Registered Nurses<br>Assistants in Nursing<br>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.*

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### Position Overview

The Registered Nurse plays an important role in supporting the strategic directions of Family Planning Australia. This is a multi-faceted role. In addition to clinical service delivery and provision of clinical training, the role provides the opportunity to develop skills, knowledge and experience in research, telephone referral and information line and professional education. The position is part of a multidisciplinary team.

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### Selection Criteria

#### ***Essential (including qualifications)***

- Primary nursing degree with current AHPRA registration as a registered nurse
- Minimum 2 years post graduate experience including demonstrated clinical experience in reproductive and sexual health
- Experience working with FPA's defined priority populations - Aboriginal and Torres Strait Islander people, young people, people with disability, and culturally and linguistically diverse people
- High level interpersonal and communication skills
- Demonstrated ability to work effectively as part of a multidisciplinary team
- Demonstrated ability to effectively utilise electronic medical record systems
- Willingness to develop skills in LARC insertion and removal (implant and/or IUD)
- Must have Australian working rights

#### ***Desirable***

- Post graduate qualification in reproductive and sexual health nursing (RSH CAP or equivalent)
- Previous experience in perioperative nursing, clinical instruction, professional education and/or clinical research
- Experience in working with people from the LGBTQ community

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### ***Other requirements***

- A Criminal Record Check and Working with Children Check 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

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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 (guided by *Reproductive & Sexual Health: An Australian Clinical Practice Handbook*)
- 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 Operational Managers and/or Continuous Quality Improvement Nurse/ Continuous Quality Assurance Nurse

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

- Maintain standards within the quality assurance program, including participation in reflective practice and clinical audits

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- Contribute to clinical safety outcomes by maintaining high standards of clinical documentation and result management
- Apply & adhere to defined clinical guidelines, policies, procedures and protocols in a manner relevant and appropriate to the client's needs
- Adhere to FPA's defined escalation and delegation policies and systems for clinical practices
- Perform specialised services (e.g. implant insertion/removal and IUD insertion) upon completion of extended training/accreditation and as per relevant policy
- Adhere to the *Incident Management Policy* to report and escalate any clinical issue with medicolegal implications within specified time frame

### ***Talkline / Pregnancy Choices Helpline***

- Provide expert knowledge on reproductive and sexual health issues to clients, health professionals over the telephone or via webchat or email
- Assist in the monitoring of quality assurance practices to ensure accuracy of information recorded in the FPA database
- Record all interactions in the FPA database
- Responsible for the day to day operation of the service according to FPA protocols and procedures
- Maintain and assist with the updating of the referral database to ensure people in the community and health professionals receive appropriate up to date information

### ***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
- Ensure that all protocols, policies, procedures and circulated literature are read and acted upon

### ***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***

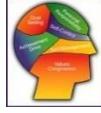
- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy

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- 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

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### Family Planning Australia Capability Framework

| Capability Group  | Capability Name   | Level Descriptor |
|---|---|------------------|
|  <b>Personal Attributes</b>                              | Display Resilience and Courage<br>Be open and honest, prepared to express your views, and willing to accept and commit to change          | Adept            |
|   | Act with Integrity<br>Be ethical and professional, and adhere to the Family Planning NSW values   | Intermediate     |
|   | Manage Self<br>Show drive and motivation, a measured approach and a commitment to learning  | Advanced         |
|   | Value Diversity<br>Show respect for diverse backgrounds, experiences and perspectives   | Adept            |
|  <b>Relationships</b>                                    | Communicate Effectively<br>Communicate clearly, actively listen to others and respond with respect  | Adept            |
|   | Commit to Customer Service<br>Provide customer centric services in line with organisational objectives                                    | Intermediate     |
|   | Work Collaboratively<br>Collaborate with others and value their contribution  | Adept            |
|   | Influence and Negotiate<br>Gain consensus and commitment from others and resolve issues and conflicts                                     | Intermediate     |
|  <b>Results</b>  | Deliver Results<br>Achieve results through efficient use of resources and a commitment to quality outcomes                                | Intermediate     |
|   | Plan and Prioritise<br>Plan to achieve priority outcomes and respond flexibly to changing circumstances                                   | Foundational     |
|   | Think and Solve Problems<br>Think, analyse and consider the broader context to develop practical solutions                                | Intermediate     |
|   | Demonstrate Accountability<br>Be responsible for own actions, adhere to legislation and policy and be proactive to address risk           | Intermediate     |
|  <b>Business Enablers</b>                              | Finance<br>Understand and apply financial processes to achieve value for money and minimise financial risk                                | Foundational     |
|   | Technology<br>Understand and use available technologies to maximise efficiencies and effectiveness  | Intermediate     |
|   | Procurement and Contract Management<br>Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational     |
|   | Project Management<br>Understand and apply effective planning, coordination and control methods   | Foundational     |
|  <b>People Management<br/>(supervisory roles only)</b> | Manage and Develop People<br>Engage and motivate staff and develop capability and potential in others                                     | Not applicable   |
|   | Inspire Direction and Purpose<br>Communicate goals, priorities and vision and recognise achievements                                      | Not applicable   |
|   | Optimise Business Outcomes<br>Manage resources effectively and apply sound workforce planning principles                                  | Not applicable   |
|   | Manage Reform and Change<br>Support, promote and champion change, and assist others to engage with change                                 | Not applicable   |

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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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