

Position Description



1. General Information

Position Title:	Nurse Practitioner
Division/Department:	Epworth Richmond Emergency Department.
Position Reports to:	Critical Care Services Manager and Director of Clinical Services.
Enterprise/Individual Agreement:	Epworth HealthCare Nurses and Midwives Enterprise Agreement
Classification/Grade:	Nurse Practitioner (NP01-NP02)
Location:	Epworth Richmond
Employment Status:	Must be able contribute to the academic life of the department and the nurse practitioner role through data collection, patient satisfaction reports and auditing. Key focus on reduction in key quality improvement Key Performance Indicators (time to be seen, time to discharge)
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	
Key Relationships - internal and external	Nurse Unit Manager Emergency Department Director of Emergency Medicine Nursing and medical colleagues Visiting Medical Officers GP Liaison Allied health Epworth Medical Imaging Melbourne Pathology Slade Pharmacy

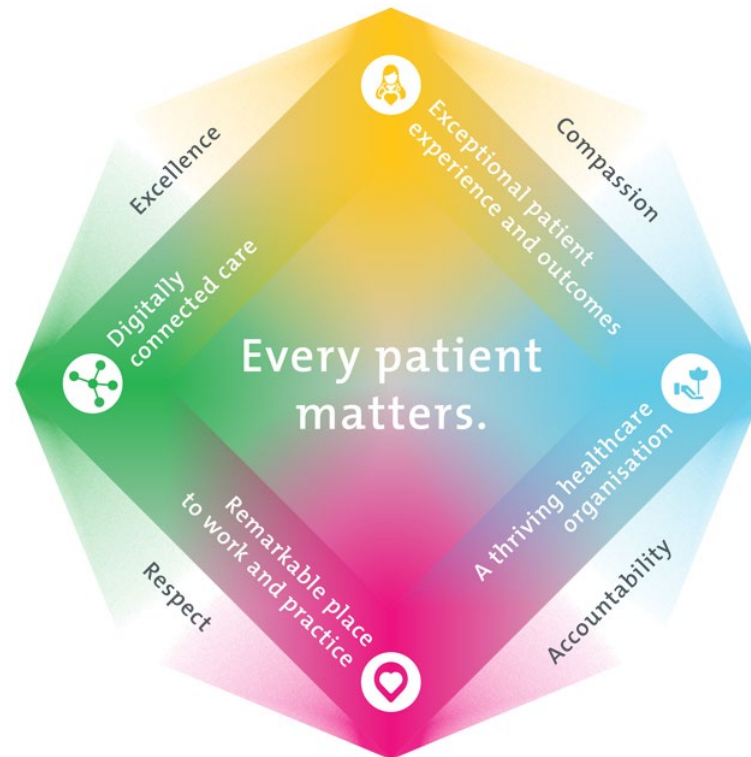
2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters. Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

The Nurse Practitioner role complements the care provided by other health care professionals in specific contexts of practice. The Nurse Practitioner will work as part of a multidisciplinary team to provide high quality care to specific patient groups.

In addition to advanced nursing knowledge and skills the Nurse Practitioner role may include (but is not limited to), referral of patients to other health care professionals, prescribing medications, and ordering diagnostic investigations, admitting and discharging patients. The scope of practice is determined by the context in which the Nurse Practitioner is authorised to practice.

Contribute to ongoing service improvement and clinical and workforce innovation to ensure Epworth Healthcare provides high quality accessible emergency care services within allocated resources and meets the needs of Epworth Healthcare patients.

Internationally, the NP role in the ED has been shown to reduce patient waiting times, ED length of stay, increase patient safety and be cost-effective. Within Australia, NP models of care have increasingly been praised by both patients and clinicians for improving patient flow and workload.

Position

1. The NP role is implemented and integrated into emergency services to address patient healthcare needs, support the provision of high quality emergency care and enhance access to emergency healthcare services where need is identified.
2. Nurse practitioners are recognized as a member of the nursing leadership team and are promoted as key nursing clinicians within the multidisciplinary emergency care team.
3. Nurse practitioners meet patients' needs holistically within multidisciplinary, collaborative models of care.
4. Employers and NPs work together to develop a defined scope of practice that is evidence-based and is in accordance with patient needs, local policies and national standards.
5. Nurse practitioners are supported and permitted to practice to the fullest extent of their scope of practice.
6. Nurse practitioners are supported to meet their professional development responsibilities and maintain their competence to practice.
7. Nurse practitioners are supported to expand and extend their scope of practice based on population and organisational needs.
8. Nurse practitioners are supported to contribute to patient quality and safety initiatives, research, education programs and other clinical leadership activities.
9. Nurse practitioners are involved in the development and evaluation of models of care and services across local, group sites and other health care networks.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
Leadership and culture	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
Consumer Partnerships	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
Effective Workforce	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
Clinical Safety and Effectiveness	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
Risk Management	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Clinical Care <ul style="list-style-type: none"> Practice in accordance with the National Safety and Quality Health Service (NSQHS) Standards Practice in accordance with the Australian Nursing and Midwifery Council (ANMAC) National Competency Standards for the Registered Nurse. Practice in accordance with legislative and common law requirements Actively participate in a team nursing model of care Utilises a reflective, critical thinking and evidence based approach to the clinical care of patients Consistently conduct & participate in bedside handover Encourages patients and family members participation in all stages of 	<ul style="list-style-type: none"> Compliance with mandatory and unit specific competencies every 12 months or as prescribed Compliance with NSQHS Compliance with legislative and common law requirements Patient and customer service satisfaction surveys to be within organizational targets Sound relationships developed and maintained with customers Compliance with Information Privacy Act (2000) and the Health Records Act (2000) Compliance with EEO & Social Media Policies and Protocols of Epworth HealthCare Support and contribute to the processes that ensure hospital

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KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p>care continuum.</p> <ul style="list-style-type: none"> • Maintain patient confidentiality as prescribed by the relevant Acts and organisational policies and protocols • Practices in accordance with Infection Control Standards 	<p>accreditation and key performance indicator requirements are not only achieved but surpassed</p> <ul style="list-style-type: none"> • Contribute to the provision of high quality services and continuity of care, and that agreed medical services and clinical standards, clinical outcomes, risk management approaches and accreditation requirements are achieved
<p>Teamwork</p> <ul style="list-style-type: none"> • Works cooperatively and collaboratively with all members of a multidisciplinary team • Building relationships with medical and nursing teams throughout the organisation and community • Provides positive and constructive feedback to other team members • Actively participates as a team member of the emergency department • Support effective communication strategies fostering open and effective lines of communication at all levels 	<ul style="list-style-type: none"> • Attends and actively participates in department and team meetings • Feedback from team members • Positive role model within team
<p>Education, Research and Quality Improvement</p> <ul style="list-style-type: none"> ▪ Consistently improve service delivery and clinical practice ▪ Provides suggestions and feedback to Director of ED and NUM on quality activities ▪ Actively participates in quality improvement activities within the unit or department in accordance with the National Standards for Clinical Excellence and ACHS Accreditation Standards ▪ Contributes to the evolution of a high quality research system within the ED ▪ Support the provision of, and participation in, both formal and informal teaching activities in emergency care and related disciplines as required in the hospital and the relevant university ▪ Contribute to the academic life of the department and the nurse practitioner role 	<ul style="list-style-type: none"> ▪ Demonstrate professionalism in reviewing, supporting and implementing relevant research into the clinical environment ▪ Contribution to the provision of excellence in clinical services, research and education ▪ Development and maintenance of relationships with all clinical institutes ▪ Develop and participate in internal and external educational outputs. ▪ Develop and consolidate quality assurance processes within the ED ▪ Achievement of relevant clinical standards, credentialing, and accreditation requirements within the service ▪ Identify work practice and process improvement opportunities within Emergency Care Services and implement work practice

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
	<p>reform to achieve integrated patient care and utilise consumer input to improve services to patients</p> <ul style="list-style-type: none"> Support and contribute to the auditing and review of clinical practices to improve clinical outcomes Contribution to, and attendance at, relevant management and quality assurance meetings as required
<p>Personal and Professional Development</p> <ul style="list-style-type: none"> Participates in prescribed performance development system annually Evaluates personal performance and plans self-development Participates in supervision of colleagues and students Participates in the orientation of staff Participates in and provides as requested by Director of ED/NUM education to staff and students Ensure compliance with National Framework for Decision Making by Nurses and Midwives on Scopes of Practice. Maintain membership of relevant professional body, and ability to demonstrate and document learning from applicable sources. Maintain annual registration requirements and continuing professional development (CPD) standards outlined by Nursing and Midwifery Board of Australia through participation in relevant educational programs. 	<ul style="list-style-type: none"> Completion of annual performance appraisal Participation in in-services, ward education, ward meetings Completion of objectives outlined in self-development plan (provide evidence of) Training of staff in relevant ward/unit specific activities Show a proactive attitude in reviewing, supporting and implementing relevant research into the clinical environment National Framework for Decision Making by Nurses and Midwives on Scopes of Practice requirements met Annually registered with AHPRA Demonstrated participation in self-education Demonstrated attendance at relevant conference or seminar Provision of at least one in-service education program each year Demonstration of learning from seminars, journal articles or relevant papers CPD requirements met and documented
<p>Customer Service</p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p>	<ul style="list-style-type: none"> Patient and customer service satisfaction surveys within agreed targets Use AIDET principles in all interactions Issues are escalated to the manager and resolved in a timely manner

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues 	
<p>Safety and Wellbeing</p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <ul style="list-style-type: none"> • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan 	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><u>ESSENTIAL:</u></p> <ul style="list-style-type: none"> • Registered Nurse with Australian Health Practitioners Regulation Agency (AHPRA) • A clinically relevant graduate diploma, or high, level of nursing qualification • Completion of a Nursing and Midwifery Board Australia (NMBA) approved nurse practitioner program of study at Master's level or equivalent as determined by the NMBA <p>Demonstrated evidence of advanced practice and clinical leadership within the emergency setting</p> <ul style="list-style-type: none"> • Evidence of working within an evidence-based framework, contemporaneous evidence and current clinical guidelines in the

COMPONENT	
	<p>area of specialty</p> <ul style="list-style-type: none"> • Well-developed communication and interpersonal skills • Sound knowledge of team function and ability to work and support a cohesive team • Ability to operate in an environment of change • National Police Check and Working With Children Check <p><u>DESIREABLE:</u></p> <ul style="list-style-type: none"> • Nurse Practitioner Medicare provider number • Nurse Practitioner prescriber number • Active professional indemnity insurance • Current or working towards having collaborative arrangements in place with a medical practitioner • Membership of an appropriate professional association • Active involvement in research, publication, teaching, quality improvement and best practice activities • Demonstrated computer skills in Microsoft Outlook (or other e-mail system), Word, Excel and Internet skills to enable quality communication. • Demonstrated awareness of the current issues and trends in clinical nursing, and in the area of emergency nursing
Previous Experience	<p>Requirements for endorsement as a NP by the NMBA are:</p> <ul style="list-style-type: none"> • Current general registration as a Registered Nurse with no conditions on registration relating to unsatisfactory professional performance or unprofessional conduct. • The equivalent of 3 years full time experience in an advanced nursing role. • Successful completion of a Board approved Nurse Practitioner qualification at Masters level or educational equivalent. • Compliance with the Board's National Competency Standards for the Nurse Practitioner • Compliance with the Board's registration standard on continuing professional development
Required Knowledge & Skills	<p>Nurse practitioner attributes are consciously cultivated through formal learning that includes a work-based component. The educational requirement for endorsement of NPs in Australia is a Masters degree. This formal learning builds on demonstrable advanced practice within the RN scope. The nurse practitioner has a high degree of systems literacy and can manage care across a variety of health systems to maximise outcomes; NPs engage in complex and critical thinking; integrate information and/or evidence; judiciously use clinical investigations; and skillfully and empathetically communicate with all involved in the care episode, including the person receiving care and their family and community, and health professional colleagues.</p>

COMPONENT	
	<p>NP attributes are clinically focused, and NPs are capable in research, education and leadership as applied to clinical care. Research includes processes to support reflective practice, evidence-based care and quality management. The NP has the capability to educate others related to the focus of, and available options, of care. Nurse practitioners are leaders and have an ability to lead care and care teams. Nurse practitioners engage in reflective practice and support others in this process through clinical supervision or mentoring.</p> <p>Nurse practitioners are capable of managing episodes of care, including wellness focused care. Nurse practitioners may be the primary provider of care or part of a care team. They collaborate and consult with health consumers, their families and community, other professionals, including health personnel, to plan, implement and evaluate integrated care that optimises outcomes for recipients and the systems of care.</p> <p>The education, research and leadership domains are couched within the clinically focused standards. The knowledge and skills contained within the three domains of education, research and leadership, are integrated in their expression in the clinical role or work.</p> <p>Collectively, these attributes expressed in nurse practitioners' knowledge, skills and affect, are applied in the education domain through educating those receiving care, peers and colleagues. The use of knowledge in the research domain is evidenced through the judicious application of research evidence in formulating practice decisions, self-regulation and the development of new systems of care. The domain of leadership, initially evident in clinical work, increases in capacity to include community and political engagement.</p> <p>The four nurse practitioner standards of care are:</p> <ul style="list-style-type: none"> • Standard 1: Assesses using diagnostic capability • Standard 2: Plans care and engages others • Standard 3: Prescribes and implements therapeutic interventions • Standard 4: Evaluates outcomes and improves practice
<p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p>	<p>The successful candidate working in the NP role must be able to respond to the changing landscape of healthcare and the community whilst incorporating Epworth</p> <p>Healthcare's strategy and values. The patient must be placed at the centre of care delivery achieving a positive, meaningful and sustainable impact on the health and wellbeing of the community.</p> <p>There must be recognition and application of:</p>

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<ul style="list-style-type: none">• Compassion• Accountability• Respect• Excellence	<ul style="list-style-type: none">• A population that is growing, aging and developing complex chronic conditions• People who are seeking care designed around their needs and choices• The value people place on private health insurance• An emphasis on quality and safety• How Epworth can more broadly support people in their health and wellbeing. <p>Future success demands new thinking, enhanced care models and innovative approaches, all of which encapsulate the NP movement and forward direction. Behaviour must follow Epworth strategic intent, which is expressed through our strategic vision – Exceptional patient experience and outcomes; A thriving healthcare organization; Remarkable place to work and practice; Digitally connected care – enabling responses to continuous change with agility and focus.</p> <p>Epworth values should be incorporated into everyday life, with reward to staff that embody these traits by delivering excellent patient-centred care.</p>

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
July 2022	January 2024	Sheila Salonga, CCSM, Epworth Richmond

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____