

# Position Description



## 1. General Information

<b>Position Title:</b>	Nurse Practitioner Endometriosis
<b>Division/Department:</b>	Julia Argyrou Endometriosis Centre at Epworth (JAECE)
<b>Position Reports to:</b>	Executive Director Clinical Services & Chief Nurse, dotted line to Research Program Manager JAECE
<b>Enterprise/Individual Agreement:</b>	Nurses and Midwives EA 2025-2027
<b>Classification/Grade:</b>	Nurse Practitioner Year 1
<b>Location:</b>	All Epworth Sites
<b>Employment Status:</b>	Part time 0.8 EFT
<b>Key Relationships - internal and external</b>	<p>Internal:</p> <ul style="list-style-type: none"><li>• Director of the Argyrou Endometriosis Centre at Epworth</li><li>• Nurse Coordinators at JAECE</li><li>• Patients, inclusive of family member(s) &amp; visitors</li><li>• Research participants and their carers and Research staff</li><li>• VMOs/Specialist Medical staff</li><li>• Clinical nurses in all relevant patient care areas</li><li>• Multi-disciplinary team colleagues / Internal service providers i.e. Allied health, Pathology, Imaging</li></ul> <p>External:</p> <ul style="list-style-type: none"><li>• Clinical Trial Sponsor representatives from pharmaceutical companies and collaborative groups</li><li>• Research nurses and data managers at other hospitals</li><li>• External pathology laboratories, diagnostic imaging services, radiotherapy providers and pharmacies</li><li>• Professional bodies</li><li>• Sponsors and donors</li></ul>

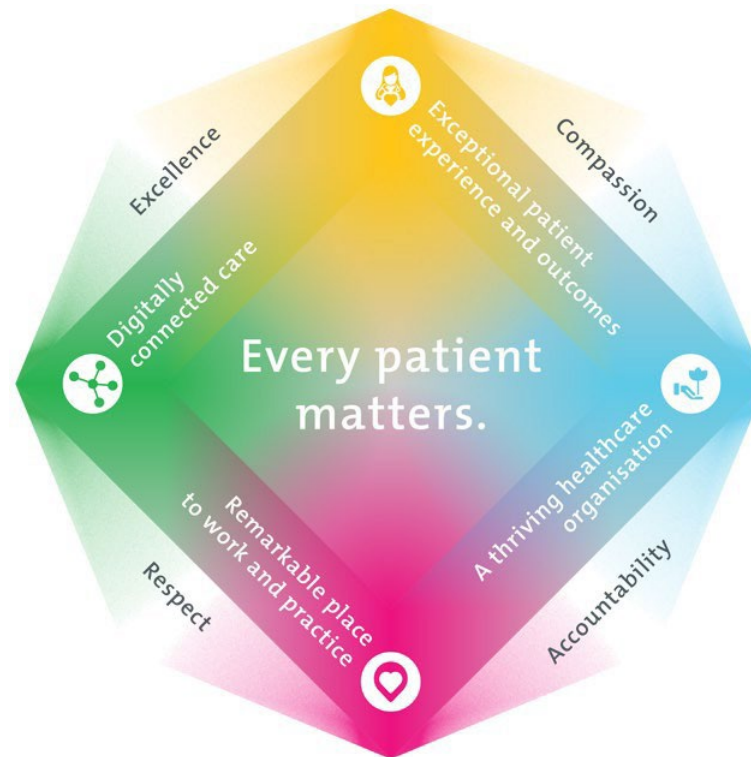
## 2. Overview of Epworth HealthCare

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. We strive to improve health outcomes and experience through compassion, collaboration, learning and Innovation. Our Vision is Caring for People by delivering another 100 years of exceptional healthcare and healthy innovation for 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

This Nurse Practitioner Endometriosis (NPE) is a registered nurse educated and endorsed to practice autonomously and collaboratively in an advanced and extended clinical role. The NPE complements endometriosis care provided by other health care professionals. This is achieved through effectively balancing and prioritising the following:

- Work collaboratively as part of a multidisciplinary team to provide holistic, high-quality care to specific patient groups.
- Perform patient assessment, diagnosis, and treatment, including prescribing medications within scope of practice and referring to appropriate specialties.
- Order diagnostic investigations, admit, and discharge patients, as authorised within the model of care.
- Complement care provided by other healthcare professionals, enhancing the overall patient care experience.
- Drive ongoing service improvement, clinical innovation, and research to ensure high-quality, accessible care within allocated resources.
- Support continuous improvement of patient flow and workload management, contributing to efficient healthcare delivery.
- Ensure care models meet the needs of Epworth Healthcare patients and align with best practice.
- Support advanced practice nurses and nurse practitioners across Epworth and the wider industry including through supervision and mentoring.

## 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
<i>Leadership and culture</i>	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.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	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.
<i>Risk Management</i>	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
<p><b>Clinical Care</b></p> <ul style="list-style-type: none"> <li>• Deliver exceptional patient care through patient assessment, diagnosis, and treatment, including prescribing medications within scope of practice and referring to appropriate specialties.</li> <li>• Work collaboratively as part of a multidisciplinary team to provide holistic, high-quality endometriosis care.</li> <li>• Practice in accordance with the National Safety and Quality Health Service (NSQHS) Standards.</li> <li>• Align clinical care with the Nursing and Midwifery Board of Australia (NMBA) Nurse Practitioner Standards for Practice and Safety and Quality Guidelines for Nurse Practitioners.</li> <li>• Provide care in accordance with the ANMAC National Competency Standards for the Registered Nurse and other relevant legislation and common law requirements.</li> <li>• Integrate reflective, evidence-based practice and critical thinking to ensure high-quality patient care.</li> <li>• Uphold patient confidentiality as outlined by the relevant Acts and organisational policies.</li> <li>• Promote collaboration with patients and family members throughout the care continuum, encouraging shared decision-making.</li> <li>• Ensure compliance with Infection Control Standards and related protocols.</li> </ul>	<p><b>Measures</b></p> <ul style="list-style-type: none"> <li>• Patient satisfaction is high, and any areas of feedback are addressed.</li> <li>• Quality of patient care is high and safety metrics are met or exceeded.</li> <li>• Team metrics for patient activity are met or exceeded.</li> <li>• Effectively lead by example and mentor new NPs to deliver the highest standards of care.</li> <li>• Ensure mandatory/relevant competencies to the role and specific practice area are maintained, and performance development plans are completed prior to the due date.</li> </ul> <p><b>KPIs</b></p> <p>Monthly and quarterly performance reports within target</p>
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Provide exceptional patient care and customer service, recognising its impact on patient outcomes and the creation of a safe, trusting environment for all.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure customer survey results meet or exceed agreed targets.</li> <li>• Establish strong relationships with internal and external customers, ensuring collaborative and positive interactions.</li> <li>• Regularly communicate with stakeholders such as NUMs and Nursing Executives to enhance service delivery.</li> </ul>

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<p><b>Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Develop, implement and participate actively in quality improvement initiatives aligned with the NSQHS Standards.</li> <li>• Consistently strive to improve service delivery and clinical practice, leveraging safety and quality principles.</li> <li>• Actively promote and lead research into best practice and innovation in endometriosis care</li> <li>• Work collaboratively with the JAECE team to identify appropriate patients for trial participation.</li> <li>• Contribute to the development and growth of the Endometriosis Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in relevant Committee, contributing to continuous improvement initiatives.</li> <li>• Ensure that reports are provided as required to maintain transparency and accountability.</li> <li>• Use data to drive improvement efforts and inform targeted interventions.</li> </ul>
<p><b>Personal and Professional Development</b></p> <ul style="list-style-type: none"> <li>• Maintain compliance with NMBA Professional Practice Guidelines for Continuing Professional Development (CPD) and ensure activities align with NMBA standards.</li> <li>• Participate in and document ongoing professional development to meet registration requirements and align with personal and professional goals.</li> <li>• Evaluate personal performance regularly, develop action plans for self-improvement, contribute to peer learning, and comply with the National Framework for Decision Making by Nurses and Midwives on Scope of Practice.</li> <li>• Maintain active membership with relevant professional bodies, participate in educational programs, and document learning from a range of sources to stay informed on current standards and innovations.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual registration with AHPRA</li> <li>• CPD requirements met and documented.</li> <li>• Ensure that performance development plans and professional development activities including specific skills competence are completed.</li> <li>• Maintain compliance with CPD requirements to support registration and ongoing professional development.</li> </ul>
<p><b>Safety and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Proactively promotes a culture of safety and risk awareness and ensure adherence to Epworth’s health and safety policies.</li> <li>• Conduct routine safety and hazard checks in accordance with policy, ensuring compliance with safety and quality guidelines for nurse practitioners.</li> <li>• Participate in risk management activities, responding promptly to hazards, incidents, and near misses.</li> <li>• Ensure that all hazards, incidents, and injuries are reported in Riskman within 24 hours and that corrective actions are implemented in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates and contributes to relevant clinical incident review and promotes evidence-based care.</li> <li>• All incidents must be reported, ensuring compliance with organisational policies.</li> <li>• Integrate risk management principles into service provision and leadership to enhance safety practices.</li> </ul>

## 7. Position Requirements/Key Selection Criteria

<p>Qualifications and membership</p>	<p><b>Essential</b></p> <p>Registered Nurse with:</p> <ul style="list-style-type: none"> <li>• Australian Health Practitioners Regulation Agency (AHPRA) current registration as an Endorsed Nurse Practitioner</li> <li>• Well-developed communication and interpersonal skills</li> <li>• Sound knowledge of team function and ability to work and support a cohesive team.</li> <li>• Ability to operate in an environment of change.</li> <li>• National Police Check and Working with Children Check</li> <li>• Nurse Practitioner Medicare provider number</li> <li>• Nurse Practitioner prescriber number</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Post graduate qualification/experience in gynaecology, counselling, research</li> <li>• Minimum 5 years in gynaecological nursing</li> <li>• Previous experience in gynaecological care coordination or Nurse Practitioner</li> <li>• Membership of an appropriate professional association</li> <li>• Active involvement in research, publication, teaching, quality improvement and best practice activities</li> <li>• Demonstrated computer skills in Microsoft Outlook (or other e-mail system), Word, Excel and Internet skills to enable quality communication.</li> </ul>
<p>Previous Experience</p>	<p><b>Essential</b></p> <p>In line with endorsement as a Nurse Practitioner by the NMBA:</p> <ul style="list-style-type: none"> <li>• Current registration a Nurse Practitioner with no conditions on registration relating to unsatisfactory professional performance or unprofessional conduct.</li> <li>• A background of equivalent of 3 years full time experience in an advanced nursing role.</li> <li>• Successful completion of a Board approved Nurse Practitioner qualification at Masters level or educational equivalent.</li> <li>• Compliance with the Board’s National Competency Standards for the Nurse Practitioner</li> <li>• Compliance with the Board’s registration standard on continuing professional development</li> </ul>
<p>Required Knowledge &amp; Skills</p>	<p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to lead, assist and support organisational change.</li> <li>• Excellent interpersonal and leadership skills that inspire the trust and confidence required to lead and manage high performing teams and build strong relationships with patients, their families and key internal &amp; external stakeholders.</li> </ul>

- Demonstrated ability to build strong relationships to work collaboratively with peers and superiors, and to contribute to organisation-wide improvement and growth.
- Demonstrated ability and willingness to delegate responsibilities to direct reports and support them fully through coaching and advice.
- Demonstrated capability for and focus on innovation through initiating and implementing improvements to service delivery, models of care, evidence-based practice and practice development.
- Demonstrated track record of proactively providing opportunities and support for the professional development of direct reports and other team members.
- Demonstrated resilience through maintaining equanimity and focus through challenging circumstances to drive positive outcomes

**Clinical Expertise and commitment to high quality patient care and continuous improvement:**

- Evidence of commitment to patient/customer service, clinical governance and quality improvement.
- Positive role model to all levels of staff in terms of commitment to the delivery of high quality patient care.
- Knowledge and understanding of the National Standards for Clinical Excellence
- Demonstrated clinical expertise in clinical advancements particularly in the speciality of the unit.
- Manage episodes of care, including wellness focused care.
- 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 patients
- Integrate the three domains of education, research and leadership, in the clinical role
- Comply with the four nurse practitioner standards of care are:
  - 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

**Marketing and Growth:**

Capability and commitment to build strategic relationships to promote Epworth HealthCare and the JAECE to internal and external stakeholders.

**Teaching and Research:**

- Demonstrated willingness to teach undergraduate & postgraduate nurses, other health professionals, patients, families and groups.
- Show a proactive attitude in reviewing, supporting and implementing relevant research into the clinical environment.

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<p><b>Personal Attributes &amp; Values</b></p> <p>All employees are expected to consistently work in accordance with Epworth’s values and behaviours:</p> <ul style="list-style-type: none"> <li>• Compassion</li> <li>• Accountability</li> <li>• Respect</li> <li>• Excellence</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Practices person centred care</li> <li>• Commitment to providing a safe working environment for self, patient and colleagues</li> <li>• Commitment to providing a secure and confidential space for patients, families and colleagues</li> <li>• Professional work ethic</li> <li>• Practices within the ethos of Epworth healthcare’s values and behaviours</li> <li>• Ability to work within a team demonstrating flexibility, transparency and team cohesiveness</li> <li>• Self-motivated and self-directed</li> <li>• Contributes to an environment of continuous learning and quality improvement</li> </ul>
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## 8. Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
September 2024	May 2025	Executive Director Clinical Services and Chief Nurse

## 9. 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*