

**POSITION DESCRIPTION - Nurse Practitioner – Virtual Women's Health Clinic****Part 1 – Expectations for Your Role**

Position	Nurse Practitioner – Virtual Women's Health Clinic
Service / Program	Primary Care / Clinical and Complex Care Services
Industrial Instrument	Nurses - Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2024-2028
Instrument Classification	Nurse Practitioner
Reports to	Team Leader – GP & Nurse Led Specialty Services
Effective Date	August 2026

Key Deliverables

The Nurse Practitioner working in the Virtual Women's Health Clinic will play a pivotal role in providing expert clinical leadership, support and expertise in sexual and reproductive health. This position requires a dynamic and passionate person who can deliver high quality care while fostering a culture of continuous improvement and teamwork. This role will support the team to deliver care to the highest standard whilst promoting an environment of excellence in sexual and reproductive services.

- **Assessments:** Utilising telehealth platforms, you will provide advanced nursing assessment, diagnosis, care and intervention to clients within the Nurse Practitioner scope of practice.
- **Advanced clinical care:** Provide advanced and autonomous clinical care to clients in accordance with Nurse Practitioner legislation and functions and within your scope of practice by:
 - Prescribing medications,
 - Ordering and analysing pathology and radiological tests,
 - Referring clients to general practitioners and other health professionals where relevant.
- **Timely Follow-up:** Ensure timely review and follow-up of test results.
- **Confidentiality:** Maintain client privacy and confidentiality.
- **Collaborative care:** Promote effective, patient centred care through collaboration with other members of the multidisciplinary team.
- **Documentation:** Maintain accurate client records with completion of all documentation in a timely and accurate manner in accordance with organisational and professional standards.
- **Eliminate barriers:** Support clients to eliminate barriers to initiating and maintaining involvement with health professionals or services, supporting service navigation.
- **Referrals:** Facilitate appropriate health care referrals for clients, considering geographical location.
- **Mentoring and support:** Provide high level specialist knowledge, advice and guidance to other members of the wider GP and Nursing Service staff.
- **Partnerships:** Develop and maintain internal and external partnerships relevant to the service.
- **Quality and compliance:** Ensure that services provided are in line with evidence-based practices, and quality and compliance standards.
- **Professional development:** Seek opportunities for continuous professional education, clinical



supervision and mentoring to enhance knowledge and skills.

- **Policy development:** Contribute to the development and implementation of policies, procedures and protocols, ensuring compliance with organisational and regulatory requirements.
- **Data collection:** Monitor and report clinical data, outcomes and program performance to relevant stakeholders.

Skills

- **Advanced clinical skills:** Advanced clinical skills in a wide range of nursing assessment, treatment, intervention and client education.
- **Management of complex presentations:** Advanced clinical skills in managing a complex clinical caseload using a client centred approach.
- **Problem-Solving:** Strong clinical problem-solving skills, including analytical and conceptual abilities.
- **Interpersonal skills:** Excellent communication, negotiation and interpersonal skills (both written and verbal).
- **Leadership:** Strong leadership capabilities, including the ability to collaborate with multidisciplinary teams.
- **Engagement:** Ability to engage with a diverse range of stakeholders across various sectors.

Experience and Knowledge

- **Sexual and Reproductive Health:** Extensive experience in sexual and reproductive health nursing, including managing complex cases.
- **Health legislation:** Sound understanding of relevant health legislation, regulations and legislative obligations.
- **Cultural competency:** Demonstrated ability to work effectively with people from culturally diverse backgrounds.
- **Community health commitment:** Understanding of and commitment to primary health and the social model of health.

Qualification/Registrations/Licences (*Mandatory only*)

- **AHPRA registration:** Current AHPRA registration as a Registered Nurse with endorsement as a Nurse Practitioner.
- **Qualification:** Bachelor of Nursing and Master of Nurse Practitioner.
- **Cervical screening:** Qualified cervical screening provider.
- **Insurance:** Evidence of continuing professional indemnity insurance.

Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.



POSITION DESCRIPTION - Employee

Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected, valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQ+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.



All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Compliance

- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.