



## POSITION DESCRIPTION

<b>Position Title:</b>	Nurse Practitioner Candidate
<b>Business Unit/Department:</b>	Hospital in the Home (HITH)
<b>Division:</b>	Western Health at Home
<b>Award/Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Clinical Nurse Consultant or equivalent
<b>Reports To:</b>	Operational: Operations Manager Professionally: Director of Nursing and Midwifery
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	26 <sup>th</sup> March 2025

### Position Purpose

A Nurse Practitioner Candidate (NPC) is a highly experienced advanced practice registered nurse, undertaking a Nurse Practitioner Master's program to achieve endorsement as a Nurse Practitioner (NP) with the Nursing and Midwifery Board of Australia (NMBA). The NPC role is a transitional role where the candidate is gaining the required experience and knowledge, whilst completing their Master's-level education and working under supervision to develop the advanced clinical skills necessary for independent practice.

NPCs work under the supervision of an experienced NP or senior medical professional while gaining practical experience in their specialty area. Unlike endorsed Nurse Practitioners, NPCs do not yet have independent prescribing or diagnostic ordering rights and must work within established medical guidelines. They progressively develop the skills and competencies required to function autonomously as an NP, integrating advanced clinical practice, education, leadership, and research within their scope of practice. NPCs require medical, pharmacology, clinical and professional nursing supervision throughout their program.

The NPC will contribute to providing quality health and well-being services for consumers demonstrating proficient to expert behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery [Professional Practice Framework](#).

The NPC pathway enables incumbents to undertake the advanced clinical assessment, diagnostics and pharmacology management in the clinical setting in order to achieve their academic requirements and university assessments. The Australian Health Practitioner Regulation Agency (AHPRA) and the NMBA regulate NPCs.

The NPC is responsible and accountable for making professional judgements about the patient's condition when the patient's condition is beyond their scope of practice and seek consultation with a medical officer or other members of the health care team based on the NMBA decision making framework, codes and guidelines.

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The Nurse Practitioner Candidate (NPC) – Hospital in the Home (HITH) role will support the delivery of safe, high-quality acute care in the community for patients who would otherwise require hospital admission. Common conditions currently managed by the HITH team include:

- Cellulitis, DVT, pneumonia, COPD exacerbations
- Heart failure monitoring
- Wound and drain care post-surgery
- IV therapy (e.g., antibiotics, diuretics, hydration)
- Anticoagulation initiation and monitoring

Operating under the supervision and mentorship of the Medical HITH consultant, the NPC will work towards their Nurse Practitioner endorsement. The NPC will deliver advanced nursing care and progressively build capabilities in assessment, diagnosis, prescribing, and diagnostic decision-making.

The NPC will:

- Deliver person-centred, evidence-based care to acutely unwell adult patients admitted to the acute HITH service.
- Conduct comprehensive clinical assessments, including physical exams and health histories.
- Develop provisional diagnoses in collaboration with supervising authorised practitioner.
- Formulate evidence-based care plans and present them for review.
- Initiate, monitor and adjust clinical care plans, escalating concerns appropriately.
- Participate in daily clinical patient rounds, contributing to patient reviews.
- Order and interpret pathology and radiology tests under supervision of an authorised practitioner.
- Identify appropriate prescribing and administration of medications in line with clinical guidelines and under supervision of an authorised practitioner.
- Review medications for appropriateness, interactions, and patient understanding, and monitor for side effects and therapeutic effectiveness.
- Perform clinical procedures (e.g., IV access, wound care, catheter management). Practice within scope, gradually expanding responsibilities as competencies are achieved.
- Escalate clinical concerns appropriately.
- Liaise effectively with the broader medical team, nursing staff, allied health professionals, GP's, pharmacists and external care provider to coordinate care.
- Contribute to discharge planning, and transition of care pathways.
- Participate in clinical audits, case reviews and quality improvement projects.
- Deliver high quality patient education; teaching patients about medication safety, wound care, symptom monitoring and self-management in chronic disease (e.g., diabetes, heart failure).
- Provide culturally safe and trauma-informed education to diverse patients.

The Division of Western Health at Home provides a comprehensive range of inpatient, clinic based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, allied health and administration staff. Western Health at Home services provide care from all Western Health campuses and within patient's homes, including residential aged care, supported accommodation and the custodial setting. The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated and patient centred care.

Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease.

The divisions medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit.

Western Health at Home provides a range of acute and subacute services that deliver hospital level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab at Home, GEM at Home, Community Based Transition Care Program and Dialysis at Home, which deliver healthcare that

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would otherwise be provided within an inpatient setting. Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease.

The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West.

## Key Responsibilities



### Leadership

- Lead innovative and flexible clinical practice models, both community and hospital based as appropriate, with the primary focus being access for the consumer and the continuity of care.
- Communicates information and expectations clearly and concisely in a way that builds effective and collaborative working relationships with others.
- Maintains a professional demeanor and serves as a role model for all nursing staff, both as a clinician and in line with behavioural expectations.
- Provides leadership in clinical situations demanding action.
- Take accountability for own actions and others under direction and sphere of responsibility
- Promotes a culture of innovation, education, excellence and consumer/client first focus, through policies and practices that support and recognise individual and collective team contribution.
- Demonstrates strong mentoring skills within the nursing and multidisciplinary team and supports succession planning.
- As an expert resource, provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a consumer-focused model of care.
- Exhibit a high level of emotional self-control and flexibility in complex, changing, and/or ambiguous situations and when confronted with challenges
- Maintains and fosters relationships with appropriate internal and external stakeholders.
- Holds membership and contributes to a national professional body relevant to area of specialty



### Research

- Obtains feedback through means such as surveys to ascertain whether service standards meet stakeholder expectations and responds to any identified deficits.
- Identifies areas that require improvement through observation, audits, incidents and staff feedback and implements improvement initiatives accordingly.
- Lead quality or practice improvement initiatives at local level and/or contributes to quality or practice improvement initiatives at program or organisational level
- Apply research evidence to clinical practice, has well developed strategies to inform practice in the absence of high-level evidence.
- Present and publish in appropriate professional journals and conferences and remain informed of current literature.
- Lead quality or practice improvement initiatives at local level and/or contributes to quality or practice improvement initiatives at program or organisational level
- Apply research evidence to clinical practice, has well developed strategies to inform practice in the absence of high-level evidence
- Present and publish in appropriate professional conferences and journals and remain informed of the current literature



### Evidence Based Practice

- Practice within a clinical framework that is evidence based, relevant and current, and is in accordance with the relevant professional bodies/industry standards
- Using evidence-based practice, evaluate the progress of individuals and groups towards expected outcomes and reformulate care plans as required
- Be familiar with local and organisational policies, procedures and guidelines

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- Contribute to adverse event investigations, and undertake individual and team-based reflective practice
- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse, promote positive consumer outcomes and identify areas of improvement in nursing practice.
- Participate in new initiatives to enhance patient and consumer outcomes and experience, or staff employment outcomes and experience
- Identifies opportunities for process redesign and to support staff in the implementation of redesign projects and activities.
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities

## Education & Learning

- Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- Identify, design and provide education programs as required, tailored to the learning needs of consumers/clients, their significant others, nursing, and allied health staff, students, community organisations and the wider public.
- Exchange and share information from participation in seminars and conferences with colleagues via huddles, in-services, presentations, education forums, team and other meetings
- Provides education within area of extended nursing knowledge, skills & essence of nursing to multidisciplinary team members and consumers/families.
- Works with less experienced nurses to develop their capabilities.
- Promote the development of, and involvement in, professional networks and learning communities
- Develop and evaluate policy initiatives that aim to foster patient/consumer involvement and provide them with real and meaningful choices about treatment options



## Clinical expertise

- Perform comprehensive consumer / client assessments that demonstrate skill in the diagnosis and treatment of acute and chronic illness managed within the HITH specialty, whilst working under the supervision of an authorised practitioner and within a defined NPC scope of practice.
- Develop and demonstrate a comprehensive understanding of specific pharmaceuticals and diagnostic tests related to the specified area of practice
- Develop ability to initiate and interpret diagnostic and radiological tests specific to the scope of practice
- Develop ability to safely initiate therapeutic interventions based on accurate knowledge of the characteristics and concurrent therapies of the person receiving the care
- From within the specified scope of practice, identify when to refer consumers / clients to other health professionals as necessary
- Evaluate the effectiveness of the client's response to the clinical management and advise appropriate action
- Accurately document clinical management within prescribed Western Health documentation, ensuring all legal requirements are met in regard to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Identify potential adverse outcomes and implement proactive strategies to achieve risk minimisation, ensuring consumer / client safety is maintained
- In a consulting capacity, provides clinical nursing expertise and direction in line with clinical standards policies and procedures to both internal and external customers, including providing high level nursing assessment, care planning and interventions/procedures.
- Is responsible for a timely response to referrals and manages and provides assistance to others in prioritisation and completion of tasks such as completion of necessary statistical data, including entry to support financial recuperation as appropriate.
- Act as a primary resource in relevant area and ensure the provision of high quality, culturally sensitive consumer care in partnership with consumers, their significant others and other members of the multidisciplinary care team
- Provides an efficient and customer focused service commensurate with senior status and role.

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- Represents clinical specialty in multidisciplinary working groups

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

## Key Working Relationships

### Internal:

- Executive Director of Nursing & Midwifery
- Directors of Nursing and Midwifery
- Western Health at Home Divisional Director
- Clinical Service Director
- Operations Manager
- HITH Medical leads
- Medical staff
- Nurse Unit Manager
- Nursing staff
- Allied Health staff
- Pharmacists
- Clinical supervisors

### External:

- Consumers, Next of Kin or Enduring Power Attorney
- General Practitioners and broader Western Health Community Partners

## Selection Criteria

### Essential

- Current registration as a Registered Nurse with AHPRA
- Minimum 5 years post graduate experience with 2 years in HITH or community nursing
- 2 years' experience working in an advanced practice nursing role
- Have completed a Post Graduate Diploma in area of specialty
- Enrolled in an accredited Masters of Nurse Practitioner program
- Demonstrated ability to deliver quality consumer care and possession of excellent clinical skills
- Demonstrated experience working effectively independently and within a multidisciplinary team environment with minimal supervision
- Demonstrated time management, organisation and planning skills
- High level verbal and written communication skills
- Experience in the use of technology to create clear and concise documents, reports and proficiency with the Microsoft 365 Office suite
- Demonstrated commitment to developing and improving personal education and skills appropriate to the position
- Demonstrated competency and knowledge to effectively undertake basic health care education.
- Experience in the development, implementation and review of policy, procedures and guidelines.
- Current Victorian driver's license

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### Desirable

- Evidence of prior service delivery planning
- Proficient in EMR documentation and telehealth platforms
- Demonstrated knowledge of quality management and improvement methodologies
- Demonstrated experience in research projects and publication of research activities.
- Training and experience in the development and delivery of education programs to consumers, carers, the community and health professionals.
- Experience and knowledge around community-based service delivery

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment with Western Health
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment

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*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

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