

POSITION DESCRIPTION

Position Title:	Nurse Practitioner- Paediatric Dermatology
Business Unit/Department:	Paediatric and Neonatal Specialist Clinics
Division:	Women's and Children's
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	NO1/NO2
Reports To:	Operational: Unit Manager, Paediatric and Neonatal Specialist Clinics Professionally: Deputy Executive Director of Nursing and Midwifery
Direct Reports:	N/A
Date Prepared/Updated:	15 August 2025

Position Purpose

The Nurse Practitioner (NP) Paediatric Dermatology will provide timely, independent care in the outpatient setting, focusing on the assessment and management of common and chronic skin conditions, particularly eczema. The NP will manage low to moderate complexity cases, support reduced wait times, and provide continuity of care for children and families requiring ongoing dermatological management.

The NP will collaborate with the Dermatology Unit, including the consultant dermatologist and dermatology registrar, to ensure appropriate care pathways and referral processes are maintained. The role may also contribute to staff education related to eczema management across paediatric inpatient and emergency services, where appropriate.

The Nurse Practitioner (NP) is an independent advanced practice nurse and endorsed as such by the Nursing and Midwifery Board of Australia (NMBA) who has direct clinical contact and practices within their scope under the legislatively protected title 'Nurse Practitioner' under the national law.

The NP role involves assessment and management of consumers using advanced nursing knowledge and skills and may include, but is not limited to, the direct referral of consumers / clients to other health care professionals, prescribing medications and ordering diagnostic investigations. The NP role is grounded in the nursing profession's values, knowledge, theories and practice and provides innovative and flexible health care delivery that complements other health care providers. The scope of practice of the NP is determined by the context in which the individual NP is credentialed to practice by the NMBA and the Western Health Nursing and Midwifery Scope of Practice and Credentialing Committee.

As an autonomous professional, the NP is accountable for :

- The maintenance of their own clinical knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill.

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- Ensuring that they are registered to work as a Registered Nurse in Australia at all times whilst working as a nurse within Western Health and practice in alignment with Nursing & Midwifery Board of Australia (NMBA) Nurse Practitioner Standards for Practice.

The NP will contribute to providing quality health and well-being services for our 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.

Business Unit Overview

Women's & Children's services is responsible for the provision of in-patient and ambulatory care across maternity, gynaecology, neonatal and paediatric services. The division provides both elective and emergency care. Women's & Children's aims to ensure the provision of safe, coordinated, person-centred, right care through a consistent, multi-disciplinary partnership approach. Women's & Children's services at WH continues to expand and develop to meet the region's population growth, care complexities and demand. The service has seen significant growth over the last 4-5 years across all program areas in assisting to meet regional support requirements.

The Division of Women's & Children's Services provides care across a number of sites within the Western catchment, predominantly at Sunshine, but also at Sunbury and within the local community. The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

The Division will continue to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

The Department of Obstetrics and Gynaecology has over 30 specialists and 24 registrars. Whilst most specialists are general obstetricians and gynaecologists, subspecialty services include gynaecological oncology, urogynaecology, maternal fetal medicine, COGU and infertility. There is a team of advanced laparoscopic surgeons and specialists with an interest in sexual and reproductive health, colposcopy, EPAS and adolescent gynaecology. We have over 55 theatre lists per month.

Key Responsibilities



Leadership

- 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.
- Communicates information and expectations clearly and concisely in a way that builds effective and collaborative working relationships with others.
- Maintains a professional demeanour 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.
- Exhibit a high level of emotional self-control and flexibility in complex, changing, and/or ambiguous situations and when confronted with challenges
- Take accountability for own actions and others under direction and sphere of responsibility
- Demonstrates strong mentoring skills within the nursing and multidisciplinary team and supports succession planning.
- Represents clinical specialty in multidisciplinary working groups
- Maintains and fosters relationships with appropriate internal and external stakeholders.
- Build partnerships with other health services who are developing or with similar roles
- Lead innovative and flexible clinical practice models, both community and hospital based as appropriate, with the primary focus being the consumer and the continuity of their care
- Holds membership and contributes to a national professional body relevant to area of specialty
- Undertake annual professional development plan with direct line manager, divisional director of nursing and clinical supervisor

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- Provides clinical leadership in the outpatient management of paediatric dermatological conditions, with a focus on eczema education and patient-centred care.
- Contributes to the development of dermatology care pathways and supports junior staff through informal education within the clinic setting.



Research

- 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
- Provides clinical nursing expertise through knowledge of research, new developments and evidence-based practice in discipline specific and related areas.
- Participates in Western Health or independent clinical research and presents findings and or outcomes at WH research week and external forums.
- Present and publish in appropriate professional conferences and journals and remain informed of the current literature
- Assist nursing and midwifery colleagues in research efforts and encourage other employees to present and publish in appropriate professional conferences and journals

Enter specific responsibilities here or delete



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
- Be familiar with local and organisational policies, procedures and guidelines
- 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 the review of Western Health clinical procedures and guidelines
- Participate in new initiatives to enhance 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.
- Contributes to a Divisional Quality and Business Plan as required in accordance with the National Safety and Quality Health Service Standards and Western Health Guidelines.
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities
- Applies evidence-based guidelines in the assessment and management of paediatric dermatological conditions, particularly eczema.
- Contributes to the development and review of clinical pathways for common skin conditions to ensure alignment with best practice.



Education & Learning

- Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- 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.
- Identify, design and provide education programs as required specific to the individual learning needs of consumers/clients, their significant others, nursing, and allied health staff and students, community organisations and the wider public.
- Promote the development of, and involvement in, professional networks and learning communities

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Clinical expertise

- Perform comprehensive consumer / client assessments and demonstrates skill in the diagnosis and treatment of acute and chronic illness within the specialty, and specified scope of practice independently, and in collaboration with other members of the multidisciplinary team
- Demonstrate comprehensive understanding of specific pharmaceuticals and diagnostic tests related to the specified area of practice
- Initiate and interpret diagnostic and radiological tests specific to the scope of practice
- 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, refer consumers / clients to other health professionals as necessary
- Evaluate the effectiveness of the client's response to the clinical management and takes appropriate action
- Accurately documents clinical management within prescribed Western Health documentation, ensuring all legal requirements are met in regards 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
- 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 / client care in partnership with consumers, their significant others and other members of the multidisciplinary care team
- Works autonomously within defined scope of practice
- Independently assesses, diagnoses, and manages paediatric patients with common dermatological conditions, including initiating treatment plans for mild to moderate eczema.
- Prescribes medications within scope, including topical therapies, antibiotics, antivirals, and other PBS-listed items, and orders pathology and diagnostic tests relevant to dermatological care; refers complex or high-risk cases to Senior Medical Staff as appropriate.

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:

- Deputy Executive Director of Nursing and Midwifery
- Divisional Director
- Clinical Service Director
- Operations Manager
- Heads of Units
- Medical staff
- Nurse Unit Managers
- Nursing staff
- Clinical Supervisors
- Multidisciplinary team
- Assistant Director of Nursing and Midwifery
- Head of Dermatology
- Nurse Practitioners

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<p>External:</p> <ul style="list-style-type: none"> • Paediatric dermatologists and nurse practitioners at other Victorian health services • Consumers, Next of Kin or Enduring Power Attorney • General practitioners and broader Western Health Community Partners • Australian Dermatology Nurses Association (ADNA)
<p>Selection Criteria</p>
<p>Essential</p> <ul style="list-style-type: none"> • Registration as a Nurse with Endorsement as a Nurse Practitioner in Australia through NMBA • Master of Nursing (enabling registration as Nurse Practitioner) • Hold a current PBS prescriber number and eligible for a Medicare provider number • Extensive clinical experience in paediatrics or dermatology, with demonstrated advanced practice in assessment and management of common skin conditions • Ability to perform detailed skin examinations, utilise diagnostic tools (e.g., dermoscopy), interpret laboratory and biopsy results, and develop appropriate management plans. • Demonstrated ability to work autonomously within an approved scope of practice, including prescribing, diagnostic investigations, and care planning • Demonstrated professional and clinical leadership, supervision, team contribution, mentoring, coaching and problem solving skills • Proven commitment to the development of learning, teaching and research oriented work environment within a collaborative, multidisciplinary environment • Demonstrated high-level communication, liaison, interpersonal and negotiation skills • Demonstrated commitment to continuing professional development • Evidence of commitment to quality improvement • Evidence of participation in the collection of data and report writing • Demonstrated ability in the operation of various computer software packages and a willingness to learn the databases that are an integral part of consumer / client management and the project • A commitment to high quality, safe and person centred consumer / client care <p>Click here to enter text.</p> <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience in NP role or successful completion of a candidacy pathway • Demonstrated knowledge of quality management and improvement methodologies • Demonstrated experience in research projects, presentation and publication of research activities. <p>Click here to enter text.</p>
<p>Additional Requirements</p>
<p>All employees are required to:</p> <ul style="list-style-type: none"> • 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 • 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

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- 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

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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