

POSITION DESCRIPTION

Position Title:	Nurse Practitioner
Business Unit/Department:	Melton Health Urgent Care & Bacchus Marsh Urgent Care
Division:	Emergency Medicine & Intensive Care Services
Award/Agreement:	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Nurse Practitioner: Year 1 to Year 2 (NO1 to NO2)
Reports To:	<i>Operational:</i> Nurse Unit Manager – Melton Health Urgent Care; <i>Professionally:</i> Director of Nursing & Midwifery
Direct Reports:	N/A
Date Prepared/Updated:	19 December 2025

Position Purpose

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.
- 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.

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Business Unit Overview

The Division of Emergency Medicine and Intensive Care (EMIC) Services spans across 5 Western Health sites encompassing three emergency departments, two urgent care centres and two intensive care units.

Delivering care to over 200,000 patients annually the Division is committed to innovation, the development of services and treatment of diverse population groups across Western Health to ensure Best Care for the community of Western Melbourne.

The Divisional Director (DD) and the Clinical Services Director (CSD) function in partnership to provide leadership, clinical, operational and financial governance to the Division ensuring the efficient and effective delivery of Best Care within allocated resources.

Urgent Care Bacchus Marsh and Melton Health provide acute and timely patient centred care. Incorporate the Urgent Care Model principles as stipulated in the Safe Patient Act. Including the Australian Triage System and staff patient ratio.

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



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

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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
- Attend the Monthly BMM UC Morbidity and Mortality meeting, contributing to and presenting critical analysis of case studies to improve safe and Best Care for Urgent Care patients.



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
- Lead a special interest UC portfolio to audit, educate and provide resources to improve the provision of care for UC patients.



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.

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- 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

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:

- 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

External:

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

Selection Criteria

Essential:

- 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
- Evidence of 12 months experience working as a Nurse Practitioner in and Emergency Department or Urgent Care setting
- 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

Desirable:

- 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.

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment

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- 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
- 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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 2022
- 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: _____

Employee's Signature: _____ Date: _____

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