

POSITION DESCRIPTION

Position Title:	Nurse Practitioner
Business Unit/Department:	Custodial Health
Division:	Western Health at Home
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	NO1/NO2
Reports To:	Operational: Operations Manager – Dame Phyllis Frost Centre (DFPC) Professionally: Director of Nursing and Midwifery
Direct Reports:	N/A
Date Prepared/Updated:	4 May 2026

Position Purpose

The Aboriginal Health Nurse Practitioner (AHNP) utilises advanced clinical nursing skills to deliver high-quality, culturally safe and trauma-informed healthcare to First Nations peoples residing at Dame Phyllis Frost Centre (DPFC), Victoria's only maximum-security prison for women.

The AHNP plays a critical role in supporting Aboriginal self-determination in healthcare, ensuring care is responsive to the social, cultural and historical context of Aboriginal people in custody. The role recognises the significant health inequities experienced by this population, including high rates of chronic disease, mental health conditions, substance use and trauma.

The AHNP works in partnership with consumers, nursing staff, Aboriginal Liaison Officers, general practitioners and the Custodial Health multidisciplinary team to provide holistic and culturally responsive care. This includes comprehensive assessment and management of chronic and complex primary health conditions, including:

- Hypertension
- Diabetes
- Obesity
- Dyslipidaemia
- Wound care

The AHNP plays a key role in strengthening consumer engagement and improving access to care, while providing clinical leadership within the Custodial Health healthcare team. The role involves building and sustaining effective relationships with key stakeholders and supporting integration between custodial and tertiary healthcare services.

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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.
Business Unit Overview
Dame Phyllis Frost Centre (DPFC) is a correctional facility for women located in Ravenhall in Melbourne's west. DPFC is operated by Corrections Victoria and provides maximum, medium and minimum-security accommodation for women on remand and those currently serving sentences. At present, the prison can accommodate 572 women, this includes a 20-bed specialist mental health inpatient unit operated by Forensicare. Western Health Custodial Health is responsible for the provision of primary healthcare to patients throughout their prison stay at DPFC, this can include: • Primary Care e.g. General Practitioner, Women's Health • Primary mental healthcare • Population health • Dental services • Advanced care planning • Medication management • Diagnostic services – radiology and pathology • Allied health services • Medical aids and equipment • Access to specialist services in the community The quality and standard of health care provided to patients is the equivalent standard to that provided in the community, through the public health system. Western Health's multidisciplinary workforce works alongside service providers to provide holistic and interconnected health service delivery for patients at DPFC, including a tailored health response for priority cohorts.
Key Responsibilities
Leadership

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- 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



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

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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
- Leads delivery of culturally safe clinical practice across the Custodial Health service, including education, coaching and system improvement initiatives.
- Conducts internal training and clinical education sessions for Custodial Health staff on Aboriginal healthcare.



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
- Provides care grounded in trauma-informed, healing-oriented approaches that recognise the impact of intergenerational trauma, family violence and incarceration.
- Perform comprehensive consumer / client assessments and demonstrates skill in the diagnosis and treatment of acute and chronic illness for aboriginal women in custody, within their specified scope of practice, and in collaboration with other members of the multidisciplinary team as required.
- Demonstrate comprehensive understanding of specific pharmaceuticals and diagnostic tests related to the aboriginal health, and treatment of specified chronic conditions.
- Accurately documents clinical management within prescribed Justice 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

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.

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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 • Minimum of 3 years' experience working in with First Nations peoples in an advanced practice role. • Minimum of 5 years' experience caring for patients with chronic health conditions in an advance practice role. • 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. • Previous advanced practice clinical experience in Correctional Facilities or Primary Health care. • Priority consideration will be given to applicants who identify as an Aboriginal and/or Torres Strait Islander woman, and who can demonstrate cultural knowledge and lived experience relevant to providing culturally safe health care to Aboriginal and Torres Strait Islander women in custody. Evidence of being Aboriginal and/or Torres Strait Islander is required.

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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 • 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, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, 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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