

POSITION DESCRIPTION

Position Title:	Endorsed Nurse Practitioner – VVSC
Business Unit/Division:	Division of Virtual Services
Award Agreement:	Nurses and Midwives (Victorian Public Sector) Enterprise Agreement (2024-2028)
Classification:	Nurse Practitioner YR 1 to YR2 (NO1-NO2)
Employment Type:	Multi
Reports to:	Operational: VVSC Leadership Team Clinical: Director of Nursing Virtual Health
Date Prepared/Updated:	September 2025

General Role Statement:

The Nurse Practitioner (NP) role compliments the care provided by other health care professionals in the Victorian Virtual Specialist Consult (VVSC) service. Nurse Practitioners work as part of a multidisciplinary team to provide high-quality care to Adult, Paediatric, Aged Care and/or Palliative Care patients.

Role context

The NP role is responsible for treating a wide range of patients with varying complexity while demonstrating clinical and professional leadership. NPs work autonomously and collaborating with the VVSC and VVED medical and nursing teams to ensure safe and efficient care for patients and their families.

Role Purpose

The Nurse Practitioner is a registered nurse with advanced clinical skills, capable of working independently and collaboratively with other healthcare professionals to assess and treat patients in a telehealth setting. NPs are authorised to conduct expert clinical assessments, interpret diagnostic tests, manage referrals, initiate evidence-based treatment plans, and plan discharges. Additionally, NPs contribute to the organisation and community through education, research, quality improvement, and professional leadership.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit
- Noogal Clinic

- Kilmore District Health and,
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The NP role compliments the care provided by other health care professionals in the Victorian Virtual Specialist Consults. The NP will work as part of a multidisciplinary team to provide high-quality care to Adult, Paediatric, Aged Care and/or Palliative Care patients. This role is a hybrid model of working from home and onsite as required by management.

In addition to advanced nursing knowledge and skills, the NP role is innovative and flexible in the delivery of health care that may include but is not limited to, referral to other health care professionals, prescribing of medications, ordering of diagnostics, admitting and discharging of patients/clients.

The scope of practice is determined by the context in which the NP is authorised to practice as outlined within the Nurse Practitioner Standards for Practice (2021) set out by the Nursing and Midwifery Board of Australia. These standards are located here: <https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/professional-standards/nurse-practitioner-standards-of-practice.aspx>

This position is responsible for:

- Ensuring patient record management meets all legal, professional and organisational standards.
- Practicing within a framework of evidence-based practice, Northern Health guidelines, and Nurse Practitioner scope of practice.
- Utilising patient and career feedback to inform the delivery of patient-centred care.
- Contributing to the development of clinical care standards and nursing policies, procedures and protocols across the specialty.
- Utilising opportunities for research to inform standards of care and quality improvement projects.
- Demonstrating self-direction, motivation and commitment to own professional development, in order to maintain registration as a Registered Nurse and endorsement as a Nurse Practitioner with APHRA and meet the requirement set out by the Nursing and Midwifery Board of Australia.
- Promoting the nurse practitioner role by the education of other health care professionals, patient and the community.
- Demonstrating understanding of evidence-based practice, appraisal of research and other literature and principles of clinical application of best evidence.
- Participating in the education and professional development of other staff as required.
- Demonstrating a commitment to organisational change.
- Supporting the Unit's budget development and ensure financial management consistent with the Northern Health delegations procedure.
- Initiating and participating in the development and review of policies and procedures.
- Demonstrating effective and efficient use of resources in the delivery of services.
- Initiating and implementing actions to improve the financial effectiveness of all functions under the positions control.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.

- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Brings confidence to the role, and strong influencing capability
- Can build, lead, nurture and empower nursing as a part of the senior nursing leadership team
- Demonstrates high level communication and interpersonal skills
- Is innovative, resourceful and adaptive to change
- Ability to implement, evaluate and sustain change within an evidence-based framework
- 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

Organisation-Wide Contribution

- Contribute to a culture of caring, teamwork, continuous improvement, constructive performance review, quality work standards and client service
- Ensure adherence to organisational standards and mandatory requirements but not limited to Infection Control, Hand Hygiene, Medication Safety, Basic Life Support, Manual Handling, Risk Management and Occupational Health and Safety
- Manage clinical risk and actively work toward implementing risk reduction strategies
- Provides education within area of extended nursing knowledge, skills & essence of nursing to multidisciplinary team members and patients/families.

Diversity and Inclusion

- Fosters a culture that recognises and promotes the importance of patients and community in the provision of best care, and the role that community providers play in health care.
- Ensure service provision is guided by evidence-based and culturally safe incorporating the diverse needs of all individuals. This is especially important for those from LGBTQI+, Aboriginal and Torres Strait Islander, and culturally and linguistically diverse populations.

Innovation and Culture Change

- Utilisation of patient experience data to guide service improvement
- Participates in Northern Health or independent clinical research and presents findings and or outcomes at NH research week and external forums.
- Participate in ongoing service improvement initiatives and activities.
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team and other meetings

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Current Registration as a Nurse and endorsement as a Nurse Practitioner by the Australian Health Practitioner Regulation Agency (AHPRA), and resides within Australia.
- Completed a Master of Nursing or Master of Advanced Nursing Practice (Nurse Practitioner) (or a Master granted equivalent qualification recognised by the AHPRA plus an approved Therapeutic Medication Management module)
- Demonstrate a minimum of two years' experience/employment post-Nurse Practitioner endorsement
- Hold a current prescriber number and be able to apply for a Northern Health provider number
- Demonstrated confidence and independence in managing a diverse range of emergency conditions
- Maintain concurrent employment in a physical care setting, or a suitable currency of practice setting
- Demonstrated professional and clinical leadership, supervision, team contribution, mentoring, coaching and problem-solving skills
- Demonstrated commitment to ongoing personal and professional development, as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP)
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Experience

- Post Graduate qualification in relevant speciality area/s: Paediatrics, Women's Health, Aged and Palliative Care
- Previous experience and knowledge in a diverse range of conditions

Knowledge, Skills and Behaviours

- Extensive knowledge in treating a wide range of patients with varying complexity in paediatric, adult and older adult presentations
- Demonstrated health assessment skills and ability to use diagnostic reasoning, critical thinking skills and evidence-based practice
- Demonstrated ability to interpret assessment information including clinical history, physical findings and diagnostic data to make healthcare decisions
- High level interpersonal and communication skills
- Ability to work both autonomously and collaboratively
- Demonstrated ability to be self-motivated and innovative
- Capacity for critical reflection
- Proven leadership skills
- Demonstrated organisational ability and excellent time management skills

Employee Declaration

I have read, understood and accept the above Position Description.
(Please print name)

Signature: Date:

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