

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 and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

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.

Essential:

- 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.



POSITION DESCRIPTION

Position Title:	Clinical Nurse / Midwifery Specialist
Business Unit/Division:	Office of CNMO
Award Agreement:	Nurses and Midwives (Victorian Public Sector) Enterprise Agreement (Relevant Years)
Classification:	Clinical Nurse Consultant (ZA7)
Employment Type:	Part time- permanent
Reports to:	Manager, Infection Prevention and Surveillance
Date Prepared/Updated:	January 2026

ROLE STATEMENT

General Role Statement:

The Clinical Nurse Consultant (CNC) is a Registered Nurse appointed to this grade based on advanced clinical expertise, leadership, and specialist knowledge in Infection Prevention and Surveillance (IPS). The CNC plays a pivotal role in supporting, implementing, monitoring, and evaluating IPC systems and practices across Northern Health programs and campuses, in alignment with the Australian Commission on Safety and Quality in Health Care (ACSQHC) – National Safety and Quality Health Service (NSQHS) Standard 3: Preventing and Controlling Healthcare-Associated Infections.

The role supports a system-based and risk-informed approach to minimising healthcare-associated infections (HAIs), antimicrobial resistance, occupational exposures, and transmission of communicable diseases, while promoting a culture of safety, accountability, and continuous quality improvement.

Key Responsibilities the CNC is responsible for:

Clinical Leadership and Patient Safety

- Provide expert IPC consultation and recommendations for patient management, including liaison with the Infectious Diseases (ID) team and other key stakeholders as required.
- Apply and manage infection prevention alerts for organisms of concern and provide expert guidance on patient placement and transmission-based precautions.
- Ensure daily IPC rounds are undertaken and that identified risks and actions are implemented in accordance with Northern Health policies, procedures, and evidence-based guidelines.

Surveillance, Risk Management, and Reporting

- Oversee and contribute to surveillance systems for HAIs, MDROs, outbreaks, and emerging infections, ensuring data accuracy and timely reporting.
- Ensure statutory and organisational reporting requirements are met and that emerging risks, outbreaks, or compliance concerns are escalated appropriately.
- Manage IPC databases, electronic alerts, and inboxes to support effective communication and governance.

Occupational Health and Staff Safety

- Manage occupational exposure protocols, including blood and body fluid exposures and communicable disease exposures.
- Monitor and support staff health compliance, including risk assessment, follow-up, and coordination with Staff Health and relevant services.

Education, Capability, and Workforce Support

- Provide education, training, and consultation to clinical and non-clinical staff to promote best practice IPC principles, including standard and transmission-based precautions.
- Support workforce capability through targeted education related to HAI prevention, outbreak management, surveillance, and compliance with NSQHS Standard 3.

Infrastructure, Environment, and Equipment Safety

- Provide IPC consultancy for construction, renovation, maintenance, and refurbishment projects, ensuring infection risks are identified, mitigated, and monitored.
- Provide IPC recommendations for the purchase, implementation, and use of equipment, products, and devices to ensure alignment with infection prevention principles.

Quality Improvement and Systems Development

- Initiate, coordinate, and evaluate IPC quality improvement activities, audits, and action plans to support ongoing compliance with Standard 3.
- Innovate, review, and develop IPC systems, workflows, and processes, contributing to continuous improvement and organisational strategic direction.

Antimicrobial Stewardship and Immunisation

- Contribute to the Antimicrobial Stewardship (AMS) Program, supporting safe and appropriate antimicrobial use.
- Oversee and support immunisation programs for patients and staff, ensuring infection prevention strategies are embedded across all relevant clinical and organisational functions.

Engagement and Governance

- Manage allocated IPC portfolios and act as the key IPC contact for designated wards, departments, and programs.
- Partner with clinical leaders, consumers, and multidisciplinary teams to ensure infection prevention risks are identified, addressed, and reviewed at a local and organisational level, as required under NSQHS Standard 3.

Key Responsibilities

The CNC role is considered a **clinical leadership position** and requires consistent demonstration of expertise across **three core criteria**:

1. Clinical Expertise

- Demonstrates advanced clinical judgement and decision-making in Infection Prevention and Control.
- Identifies, manages, and resolves complex IPC risks across patient, staff, and organisational systems.
- Analyses and interprets surveillance, audit, and compliance data to inform risk mitigation and quality improvement.
- Maintains and improves IPC standards across all programs and campuses in alignment with NSQHS Standard 3.

2. Professional Behavior

- Acts as a positive role model for evidence-based IPC practice and professional conduct.
- Provides mentorship, guidance, and expert consultation to nursing staff, clinicians, and multidisciplinary teams.

- Contributes to and supports quality improvement, research, and evaluation activities within the IPC domain.
- Functions as a recognised IPC subject-matter expert and resource for policies, guidelines, and clinical decision-making.

3. Professional Development

- Maintains active engagement in professional development, including:
 - Membership of relevant professional bodies (e.g. ACIPC)
 - Ongoing learning through literature review, conferences, seminars, or professional forums
 - Reflection on learning and translation into practice
- Contributes to the education and capability development of others, including delivery of in-services, workshops, or formal education sessions.
- Demonstrates accountability for ongoing competence and skill development through planned continuing professional development activities.

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, Culture & Team Work

- Ability exercise sound judgment and provide leadership in professional standards, ethics and a commitment to research and innovation. Actively fosters a culture of excellence through mentoring, collaboration, and a commitment to continuous improvement. Champions innovation and evidence-based practice, with a strong focus on research and quality outcomes to advance infection prevention and control across the organisation.
- Ensure efficient utilisation of available resources.
- Actively leads in an assigned portfolio or quality work in consultation with the Manager.
- Actively leads and contributes to the relevant key core key performance indicators (KPI's) or as set.
- Contribute to quality improvement through participating in quality activities and projects
- Proactively seeks feedback to identify areas for development, striving to contribute effectively
- Is an active member of the team speaking up at opportunities to engage
- Actively listens to ensure understanding, asking appropriate and respectful questions when required

Organisation-Wide Contribution:

- Comply with Legislation, Northern Health By-Laws, Regulations, Policies and Procedures including those relating to: Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment in the Workplace, Equal Employment Opportunity (EEO), and Use of Social Media.
- Promote a culture of risk and “safety first” awareness and ensure risk management strategies and processes are embedded into work practices.
- Demonstrate by example, adherence to and role modelling of the Northern Health values and Staff Code of Conduct.
- Practice within the guidelines and support the achievement of accreditation under the National Safety and Quality Health Care Standards.
- Contribute to quality improvement through participating in quality activities and projects.
- Participate in Safety and Quality education and training as required across Northern Health.
- Record and report all clinical and non-clinical incidents.
- Encourage utilisation of, and participate in, the patient complaint process as a means to improve the quality and safety of care.
- Comply with all the relevant legislations including the Australian Nursing & Midwifery Council Code of Professional Conduct for Nurses in Australia and Code of Ethics for Nurses in Australia.
- Ensure equipment is maintained and replacement planned in accordance to NH policies and Procedures.
- Facilitate and participate in team communication and decision-making strategies that support the Unit’s and organisation’s objectives.
- Ensure patient incidents are recorded on Risk man, appropriately investigated, and corrective actions taken where required.
- Contribute to the development of clinical care standards and nursing policies, procedures and protocols across the service.
- Utilise opportunities for research to inform standards of care and quality improvement projects.
- Ensures all activities comply with Northern Health policies and procedures and contributes to the development and update of policies and procedures as required.
- Actively engages in performance development and self-directed learning and achieves annual performance development goals.
- Complete mandatory training relevant to the role and discipline.
- Participate in performance review including establishing and working toward achievement of a professional development plan.
- Ensure patient record management meets all legal, professional and organisational standards.
- Commit to the principles of Person-Centred Care and to embedding these principles in all elements of service provision
- Exhibit customer service behaviours in all interactions with internal and external customers.
- Work with consumers to improve the safety and quality of services
- Support achievement of Northern Health’s Cultural Responsiveness Plan
- Promote a physical and psychosocial environment which promotes the safety and wellness of staff

Innovation and Culture Change:

- Ensure patient record management meets legal, professional and organisational standards.
- Ensure patient incidents are recorded on Riskman
- Utilise patient and carer feedback to inform the delivery of patient-centred care. Promote a physical and psychosocial environment which promotes the safety and wellness of staff
- Promote a service culture of optimism, innovation, encouragement, learning and creativity

Diversity and Inclusion:

- Conducts self in a way that is respectful of others.
- Support achievement of Northern Health's Cultural Responsiveness Plan
<https://intranet.nh.org.au/departments-and-services/transcultural-languageservices/about-us/northern-health-cultural-responsiveness-plan-2/>
- In collaboration with other staff, initiate and support training and events that promote diversity, inclusion and gender equity.
- Utilise patient and carer feedback to inform the delivery of patient-centred care.

SELECTION CRITERIA

Qualifications, Registrations and Qualities:**Additional criteria located on PD Appendix (according to clinical area or specialty)****Essential**

- Current Registration as a Registered Nurse, with AHPRA
- Relevant postgraduate qualification in Infection Prevention and Control or Public Health, or working towards.
- Demonstrated knowledge and experience in the principles of access management and effective patient flow
- Must possess excellent communication skills, written and verbal including sound conflict resolution skills
- Must be able to demonstrate sound clinical assessments and analysis, and implement indicated treatments.
- Must be able to work a business hours roster, 7 days a week.
- Must be computer literate, able to access and utilise all Northern Health IT systems which are relevant to completion of duties

Experience:

Meet the time requirement in the speciality area of either:

- Post graduate qualifications or working towards and
- 5 years' experience in the nursing leadership role.
- Experience in the coordination of project requirements such as scope, deliverables, Risk assessment and mitigation and ongoing program reporting
- Experience in working across multi campus organisations

Desirable Qualifications:

- Certified as a Nurse Immuniser
- Hand Hygiene Educator with National Hand Hygiene Initiative
- Certificate in blood-borne virus pre and post-test counselling

Knowledge, Skills and Behaviours:

- Must possess excellent communication skills, written and verbal
- Must be able to demonstrate sound clinical assessments and analysis, and implement indicated treatments.
- Must be able to work rotation roster 7 days a week during the business hours.
- Must be computer literate, able to access and utilise all Northern Health IT systems which are relevant to completion of duties
- high level of specialty knowledge and skill to deliver outstanding care
- self-motivated to develop and support the nursing and/or midwifery team
- enthusiastically role models Northern Health Values
- motivated to continuous learning and development

- Must commit to working at all Northern Health campuses

Safety

- Follows legislation, policies, guidelines and codes of conduct applicable to the role
- Actively demonstrates and promotes the Northern Health Values of Kind and Together
- Is aware of own response to pressure, conflict or change, seeking support when needed
- Escalates all clinical, patients' staff and environmental concerns in a timely and safe manner
- Applies sector knowledge in the context risk mitigation within own position

Operational Efficiency

- Ensures that patient, consumers and staff needs are met to agreed standards and timelines
- Responds promptly to request, queries and complaints

Patient Experience

- Follows Northern Health's Occupational Health and Safety Framework at all times
- Acknowledges and respects diverse cultures, backgrounds, experiences, perspectives values and beliefs
- Recognises the importance of patient experience and is passionate about providing outstanding care
- Identifies and responds quickly to patient needs
- Response with empathy, honesty and professionalism to difficult or sensitive conversations

Clinical Excellence

- Monitors own day to day performance against operational targets and strategic contributions
- Shows initiative and proactively steps in to do what is required to achieve goals

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: