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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

DUTY STATEMENT

POSITION TITLE:	Nurse Practitioner
REMUNERATION/CONDITIONS:	In accordance with the Nurses Award 2020
POSITION STATUS:	Full-time
DIRECTLY RESPONSIBLE TO:	Practice Manager / Clinical Director
PERFORMANCE APPRAISAL:	6 month probationary period; performance reviews every 12 months thereafter
POSITION FUNCTION:	Deliver advanced, culturally safe clinical care and contribute to high-quality, comprehensive health services for Aboriginal and Torres Strait Islander clients. Lead in clinical decision-making, provide mentorship to staff, and support culturally responsive models of care in partnership with community and clinical teams.
MINIMUM SKILLS REQUIRED:	Endorsed Nurse Practitioner with current registration with AHPRA

POSITION SUMMARY

The Nurse Practitioner is a highly skilled and autonomous clinician who provides advanced nursing practice including assessment, diagnosis, treatment, and prescribing. They play a vital role in bridging clinical leadership with cultural understanding, embedding Aboriginal ways of knowing, being, and doing into everyday practice. The Nurse Practitioner works collaboratively with GPs, Aboriginal Health Practitioners, Health Workers, and the wider care team to promote health equity and improved outcomes for Aboriginal clients.

RESPONSIBILITIES

Advanced Clinical Practice

- Triaging our patients and prioritising emergency situations.

- Provision of primary health care to patients & health education to Aboriginal community members
- Monitor local Aboriginal health problems and needs, advising the Practice Manager as required.
- Provide clinical services with appropriate allied and medical referrals.
- Maintain stock and medical supplies.
- Contribute to development, implementation, and evaluation of appropriate health promotion programs.
- Supervise trainee nurses and health assistants in clinical duties.
- Pathology Collection & ECG.
- Patient Information Recall System Management.
- Clinical care eg. Infection control, Wound Care, Ear Syringing, Patient triage, Immunisations.
- Effective management of patient reminder systems.
- Coordination, management, and maintenance of patient clinical data.
- Promote a strong customer focused culture.
- Ensure all documentation, procedures and reporting meets relevant guidelines and legislation.
- Ensure compliance with relevant legislative requirements.
- Support the specialist doctors with various procedures and ensure the patient is comfortable and relaxed throughout.
- Conduct advanced health assessments, including diagnostic reasoning and formulation of differential diagnoses
- Initiate and interpret pathology, diagnostic imaging, and other investigations within scope
- Prescribe medications in accordance with legislative authority and best practice guidelines
- Manage complex and chronic disease presentations through evidence-based care plans
- Provide follow-up care and continuity of treatment across settings (clinic, outreach, home visits)
- Refer clients to specialist services and coordinate multidisciplinary input as needed
- Deliver emergency care and stabilisation where appropriate

Culturally Safe Practice

- Ensure all clinical care is respectful, strengths-based, and culturally safe
- Embed local cultural practices and values in treatment planning and service delivery
- Support clients and families to understand and participate in their care journey
- Advocate for clients in the health system, ensuring their voices are central to care decisions

Leadership, Mentorship & Collaboration

- Provide clinical supervision and mentoring to Registered Nurses, Aboriginal Health Practitioners, and Health Workers
- Work collaboratively with GPs and other providers in interdisciplinary models of care
- Build capability across the clinical team in areas such as chronic disease management, preventative care, and culturally responsive communication
- Lead and participate in case conferencing, care coordination, and outreach clinics

Continuous Quality Improvement & Service Development

- Lead or co-lead Continuous Quality Improvement (CQI) projects
- Monitor clinical indicators and service performance data
- Contribute to strategic service planning, especially in relation to scope of practice
- Assist in policy and procedure development, ensuring alignment with best practice and cultural values
- Participate in accreditation preparation and implementation (e.g., RACGP, ISO, QIP, AGPAL)

Clinical Governance & Safety

- Ensure adherence to clinical governance, risk management, and infection control protocols
- Participate in Clinical Governance Committee and other governance bodies as required
- Respond to adverse events, clinical incidents, and complaints within scope
- Uphold privacy, dignity, and confidentiality at all times

MEETINGS

- Clinical team meetings
- All staff meetings
- Community, stakeholder, and partnership meetings (where appropriate)

KEY PERFORMANCE INDICATORS

Focus Area	KPI
Clinical Practice	≥90% of eligible chronic disease clients have up-to-date care plans
Cultural Safety	≥90% client satisfaction rate in relation to respect and communication
Mentorship	Provide clinical supervision or mentoring to ≥3 staff per year
CQI Contribution	Lead or support ≥2 CQI projects annually

PROFESSIONAL DEVELOPMENT

- Maintain AHPRA CPD requirements for Nurse Practitioner endorsement
- Participate in training related to cultural safety, trauma-informed care, and emerging health needs
- Attend leadership, chronic disease, and emergency response workshops
- Engage in regular peer supervision and reflective practice
- Stay current with developments in practice, legislation, and Aboriginal health

ESSENTIAL SKILLS AND EXPERIENCE

- Advanced clinical skills and ability to work autonomously
- Proven experience in primary health care, chronic disease, and emergency response
- Understanding of Aboriginal and Torres Strait Islander health needs, social determinants, and cultural protocols
- Excellent interpersonal and communication skills with both clients and teams
- Confidence in leadership, decision-making, and supervision

MANDATORY REQUIRMENTS

- Current endorsement as a Nurse Practitioner with AHPRA
 - Postgraduate qualifications in a relevant area of advanced nursing practice
 - Current CPR certificate / Advanced Life Support
 - Current National Police Check
 - Current Working with Children Check or equivalent clearance
 - Current Driver's Licence
 - Full COVID-19 vaccination and other immunisations as required
 - Compliance with all organisational policies and procedures
 - Adherence to privacy and confidentiality as per relevant legislation
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SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____