

Position Description

Nurse Practitioner

This template outlines a range of information that your practice may wish to include in a position description for a Nurse Practitioner.

Simply amend the following sections to suit the individual needs of your practice and the specific requirements of the position.

Position profile

- Provides advanced nursing assessment, diagnosis, care and intervention to patients within the scope of the Nurse Practitioner.
- Provides high-level clinical nursing, leadership, management and governance within the practice.
- Working collaboratively and in partnership with the health care team, the Nurse Practitioner assesses, diagnoses, treats and manages patients' health problems and promotes a healthy lifestyle with a strong focus on preventative health care.
- As a clinical expert, the Nurse Practitioner provides clinical leadership.

Key attributes

- Provides advanced clinical assessment/reasoning skills and autonomous care to patients in accordance with Nurse Practitioner legislation and within individual scope of practice.
- Provides collaborative clinical and professional leadership and assists in the maintenance of standards or nursing practice and patient care.
- Actively promotes collaborative relationships with patients, peers and all members of the multidisciplinary health care team.

Position relationships

- Reports to clinically: <Insert title>
- Reports to administratively: Practice Manager

Key criteria

Essential

- AHPRA registration as a Registered Nurse with endorsement as a Nurse Practitioner.
- Advanced clinical experience in the assessment and treatment of illness and injury and health promotion relevant to the role and within individual scope of practice.

- Demonstrated extensive professional and/or leadership experience.
- Demonstrated clinical problem-solving skills including conceptual and analytical ability.
- Advanced interpersonal, communication and negotiation skills (written and verbal).
- Knowledge, understanding and experience in quality improvement, its practical application in meeting patient's needs and quality service delivery.
- Knowledge, understanding and experience of research findings to support evidence-based practice.
- Experience in quality improvement, its practical application in meeting patients' needs and its relationship to strategic development.
- Sound knowledge of relevant legislation and health regulating acts and legislative obligations.
- Computer literacy.
- Evidence of appropriate and continuing professional indemnity insurance.

Desirable

- Demonstrated understanding of key cultural issues influencing practice, patient relationship and patient need.
- Experience within a general practice setting.
- Experience with the accreditation process and quality improvement requirements.
- An understanding or experience of the Royal Australian College of General Practitioners Standards for general practices.

Key responsibilities

Clinical

- Maintain competence to practice in accordance with national competency standards for the Nurse Practitioner as directed by the Nurses and Midwives Board of Australia (NMBA).
- Provide advanced and autonomous expert care to patients and families in accordance with Nurse Practitioner legislation and functions by:
 - prescribing medications
 - ordering and analysing pathology and radiological tests
 - referring patients to general practitioners and other health professionals

- undertaking patient care on referral from health professionals.
- Patient management within own scope of practice.
- Provide management of long-term conditions in line with national guidelines and pathways.
- Manage patient recalls, reminders and follow up of test results.
- Work collaboratively to support medical, nursing and allied health colleagues in the performance of their clinical role.
- Actively communicate and coordinate with colleagues, specialist services and allied health professionals when providing team care.
- Escalate care to general practitioners where indicated.
- Refer for specialist care where indicated.
- Plan and develop a problem-solving approach to patient care.
- Record and maintain accurate, adequate and relevant patient records using the established practice protocols and computerised medical records system while meeting legislative standards and accreditation requirements.

Leadership and management

- Promote and provide effective clinical leadership.
- Develop and promote positive relations with patients, nursing peers, medical practitioners, allied health and community.
- Identify opportunities to improve and promote evidence-based clinical practice.
- Seek opportunities for ongoing professional education.
- Participate in relevant committees and special projects as indicated.
- Promote cost effective use of consumables.

Continuous quality improvement

- Provide leadership in the coordination and implementation of quality improvement activities specific to the Nurse Practitioner role.
- Participate in clinical practice improvement programs and clinical governance initiatives relevant to practice.
- Identify opportunities to improve and promote evidence-based practice.

Governance, safety and quality requirements

- Participate in an annual performance review.
- Complete mandatory training and education as relevant to the role.
- Assist in the professional development of others.
- Comply with the NMBA code of conduct for nurses and code of ethics for nurses.

Quality and safety

- Ensure nursing compliance with federal/state legislation, nursing competency standards, practice policies and procedures.
- Contribute to staff and patient safety systems that meet contemporary clinical standards and OS&H requirements.
- Participate in the practice risk management and quality improvement processes.
- Record incidents and near misses in line with practice policy.
- Practise duty of care including meeting practice standards and accountability.
- Maintain patient and practice confidentiality at all times.
- Ensure clinical governance processes are in place.
- Actively contribute to the development of a culture consistent with the values of the practice.

Appointment requirements

The successful applicant will be required to:

- undertake a pre-employment interview
- provide appropriate references for contact as requested by the practice
- participate in the practice orientation program
- participate in a performance review process.

Performance review

The Nurse Practitioner will participate in a performance review process after the first three months and then on an annual basis.

Hours of work

The Nurse Practitioner will be required to work <insert hours> hours per week. However, from time to time the Nurse Practitioner may be required to work reasonable additional hours, as necessary to fulfil the requirements of the position, or as requested by the employer. This may include working outside of business hours, during weekends and/or on public holidays.