



Position Description

Position Title:	Nurse Practitioner
Position Classification:	Level 7
Position Number:	318229
Faculty/Office:	Faculty of Health and Medical Sciences
School/Division:	School of Allied Health
Centre/Section:	Podiatric Medicine and Surgery
Supervisor Title:	Professor
Supervisor Position Number:	304475

Your work area

The Podiatric Surgery Clinic sits within the Division of Podiatric Medicine and Surgery in the School of Allied Health in the Faculty of Health and Medical Sciences. The clinic is a state-of-the-art surgery facility comprised of a suite of rooms with individual functions. Services are led by an experienced and highly qualified podiatric surgeon and include the diagnosis and treatment of foot conditions that require surgery. Postgraduate students in podiatric medicine and surgery treat patients under expert supervision.

Reporting structure

Reports to: Professor

Your role

As the appointee you will, under limited direction, provide expertise in a wide variety of nursing duties in support of the UWA Podiatric Surgery Clinic. The UWA Podiatric Surgery Clinic is managed by a clinical academic and the nurse practitioner works under their guidance and supervision

Your key responsibilities

Provide clinical nursing services to support the surgical suite and patient care including assistance with set up of clinic room, development of systems for safe and appropriate storage of surgical supplies, maintain stocks of surgical supplies and re-order as necessary, liaising with family and others as appropriate

Contribute to the planning and care management of the patient, liaising with Podiatric Medicine staff when necessary

Respond to patient and Podiatric Medicine and allied staff enquiries, initiate action and refer as appropriate

Maintain confidential records and documentation

In conjunction with the Head of Podiatric Surgery, maintain, and create when required, appropriate procedures and manuals (SOPs) to ensure accreditation and licensing standards are met

Implement and monitor compliance with Safety and Health policies, Radiation Safety, Infection Control, Australian / New Zealand Standards AS4187 and other regulatory standards and industry best-practice guidelines

Provide students with orientation sessions on theatre protocol, scrubbing and gowning

Consult with the Academic Services Officer on operational issues

Other duties as required

Your specific work capabilities (selection criteria)

Relevant tertiary qualification as a nurse and have current registration

Excellent written and verbal communication skills

Excellent planning and organisational skills

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative and work productively as part of a team

Ability to work sensitively and effectively with a range of people at all levels and from diverse cultural backgrounds

Experience with medical software packages and with instrument sterilisation procedures

Special requirements (selection criteria)

Current registration with Australian Health Practitioner Regulation Agency (AHPRA) through Nursing and Midwifery Board of Australia

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.