



Position Description

College/Division:	DVC Student and University Experience
Faculty/School/Centre:	University Experience
Department/Unit:	ANU Medical Centre
Position Title:	Nurse Practitioner
Classification:	Senior Manager 1 (Specialist)
Position No:	
Responsible to:	Head of Clinical Services
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The University Experience Division is within the Deputy Vice-Chancellor (Academic) Portfolio. The University Experience Division provides a range of support, enrichment, and advisory services to help students achieve their university educational goals.

The Medical Centre operates within the division and is located in Kambri on the Australian National University Acton campus and provides comprehensive high-quality care to students, staff and other members of the University community.

The Nurse Practitioner (NP) will contribute to the University's commitment through the provision of high-level clinical assessment and diagnosis and within the NP scope of practice as outlined by the [Nursing and Midwifery Board of Australia](#).

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position reports to the Head of Clinical Services and is responsible for the provision of high-quality clinical care for students, with a strong focus on international students.

This is a full-time (35 hours/week) position. ANU Medical Centre does not operate on weekends and after hours. This role does not require staff to be on call. However, where appropriate, Nurse Practitioner may be required to play a role in the University's response to critical incidents as determined by the Critical Incident Policy.

Role Statement:

Under broad direction, the Nurse Practitioner will:

- Provide advanced clinical assessment and autonomous care to patients in accordance with Nurse Practitioner legislation and within individual scope of practice.
- Use clinical, diagnostic and prescribing decisions that are evidence-based, use critical and reflective thinking and complex reasoning to analyse and guide assessments and clinical judgements.
- Practice with a high degree of autonomy and accountability and apply extended practice competencies within a nursing model ensuring that strategies and interventions, promote safe practice.

- Maintain client records and data in a manner which supports effective professional practice, and which contributes to the accountability of the service.
- Actively promote and maintain collaborative relationships with stakeholders, including university services, divisions, residential colleges, and the community to provide an integrated and coordinated approach to service delivery.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Other duties as required, consistent with the classification of the position and the principle of multi-skilling.

SELECTION CRITERIA:

1. Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and endorsement by the Nursing and Midwifery Board of Australia as a Nurse Practitioner. Relevant experience in working within a large and complex organisation will be highly regarded.
2. Demonstrated advanced clinical skills, competence and leadership in the assessment, treatment and management of clients presenting to the service for a number of health presentations. Interest in sexual health care, international student health and mental health care will be highly regarded.
3. Demonstrated ability to work independently and in the absence of a Medical Practitioner to provide quality care together with the capacity to work collaboratively as part of a multidisciplinary team.
4. Demonstrated ability to collect and report student's information in a timely manner, maintain confidentiality and accurate documentation to ensure necessary information is available to meet legal and ongoing care requirements.
5. Well-developed computer skills and willingness to utilise or learn Best Practice medical software.
6. High-level organisational skills, including the proven ability to work to deadlines to achieve operational outcomes and the ability to maintain a flexible and proactive approach to tasks within a busy work environment.
7. A demonstrated level of understanding of equal opportunity principles, policies and a commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:		Date:	
---------------------------	--	-------	--

References:

[Professional Staff Classification Descriptors](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
------------------------------------	--	--------------------	--	--------------	--