

POSITION DESCRIPTION

JOB TITLE	Nurse Practitioner
BUSINESS UNIT	UNE Life Health
REPORTING TO	Clinically – GP Clinical Lead; Administratively – Senior Manager - Health
LOCATION	UNE Life Healthcare Centre
AWARD COVERAGE	Nurses Award (2020)
DATE	February 2026
JOB CODE	HC07

PURPOSE OF THE POSITION

The Nurse Practitioner performs a key role in the greater General Practice team through the provision of primary healthcare services and support.

As part of the General Practice team supporting the Armidale Urgent Care Service and other initiatives within UNE Life Health, the Nurse Practitioner will work within the scope of practice and be responsible for providing patient-centred, culturally appropriate and individual holistic care to patients, including assisting doctors with minor procedures, providing nursing assessment, diagnosis, care and intervention to patients whilst promoting a healthy lifestyle with a strong focus on preventative health care.

The role will provide high-level clinical nursing, leadership, management and governance within the practice. The occupant of this position will utilise and apply significant specialist nursing knowledge, experience and professional judgement in the provision of nursing services to facilitate positive health outcomes.

ORGANISATIONAL CONTEXT

We are a wholly owned, not-for-profit entity of the University of New England (UNE) independently governed by a Board of Directors and led by a Chief Executive Officer. Put simply, we are a company that is also part of the University family.

Our mission at UNE Life is to provide an outstanding experience both on, and off our university campuses.

We are the bridge between the University and its many communities. We are a team that gets things done together with a focus on honesty and respect for one another.

One of our bigger success measures revolves around our commitment to quality service for the UNE and the wider community. We offer a unique set of services which are divided across 6 focus areas, these include:

- Student Experience – includes clubs & societies, our student-powered radio TuneFM, our independent student Advocacy & Welfare Services, and specific events & activations from orientation to graduation.
- Commercial Services - includes our retail outlets, food & beverage services, event management & catering.
- SportUNE – includes our state-of-the-art community gym, on-campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information - includes around-the-clock security services for the University.
- Corporate Services – includes Finance, People & Culture, Branding & Marketing, IT Management, and Contract Management.
- Health – includes UNE Life Healthcare Centre and other health services/programs.

UNE LIFE VALUES

We believe our values reflect who we are as a team. Alignment with these values is key to your success with UNE Life.

- Honesty – transparency builds trust
- Respect – yourself, others, and all we do
- We are a team – we get things done, together
- Never settle – we live for continuous improvement
- Surpass expectations – we focus on customer satisfaction
- We're committed – we do what we do because we believe in it.

KEY ACCOUNTABILITIES

Clinical Duties

Perform clinical duties within the required level of clinical competency, according to the best available evidence. Duties include:

1. Comprehensive history taking and clinical assessments.
2. Medication safety, including best possible medication history, medication review, medication reconciliation, and stewardship.
3. Diagnosis and differential diagnosis.
4. Symptom assessment and management.
5. Prescribing, medication orders, and de-prescribing.
6. Request and interpret diagnostic investigations.
7. Care coordination and planning.
8. Review therapies and management.



9. Assist doctors with clinical procedures and maintain clinical documentation.
10. Explain procedures to patients, providing them with support and reassurance.
11. Collaboration with other health teams, advocacy, health promotion and education, referral to and from other health professionals, documentation, clinical supervision, mentorship, research, and leadership.
12. Diagnostic: May sign out or authorise reports on diagnostic investigations requested by another practitioner.
13. Prescribing: May act as an advisor of a speciality service (e.g., palliative care) consistent with NSW Formulary conditions/requirements.
14. Consulting: May be invited for consultation of patients treated by another practitioner.
15. Emergency treatment: In an emergency, any health professional may provide any treatment immediately necessary to save the life of a patient or prevent serious injury to a patient's health, whether or not such treatment is within their approved clinical scope of practice. NSW Health policy on clinical deterioration and consent in emergency situations must be followed.
16. Clinical escalation: If a clinical situation arises that is outside the NP's scope of practice or clinical expertise, the NP will consult with a senior clinician on shift. The NP will work collaboratively to develop treatment plans or handover care through referral to appropriate practitioners or health services.

Patient Services

17. Assist with triage, data management, diagnostic services, networking with other providers, planning and management of patient care, and patient advocacy.
18. Telephoning patients with test results as directed by medical staff.

Improvement of Patient Health Outcomes

19. Conduct preventative/screening procedures.
20. Assist with patient education and community health promotion activities.
21. Coordinate patient recall and outreach programs, GP management plans, and team care arrangements.
22. Provide home/hospital visits as required for monitoring support, including antenatal and post-natal care and health assessments.

Equipment and Supplies

23. Ensure sterilisation and maintenance of clinical equipment.



24. Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal and disposal of out-of-date stock, and ordering supplies.
25. Provide input in purchasing relevant clinical equipment and supplies.

Compliance

26. Maintain awareness of current and new legislation to ensure the practice is complying with all statutory and regulatory obligations, including infection control, sterilisation, hazardous materials, and safe handling/disposal of medical waste, records management, WHS, and accreditation.
27. Ensure relevant personnel are kept informed, and changes are made to systems and procedures as required.
28. Maintain the practice's systems and processes for hand hygiene, environmental cleaning, spills management, and practice team immunisations in accordance with practice policy and procedure.
29. Educate all members of the practice team on an annual basis regarding their responsibilities in infection prevention and control or whenever changes in legislation or practice procedures occur.
30. Manage the practice's sterilisation process, ensuring sterility and integrity in the process.
31. Ensure the practice's waste management complies with local, state, and federal regulations.

Professional

32. Act within the practice and nursing codes of ethics and at an appropriate level of clinical competence at all times.
33. Maintain awareness of current evidence and research on clinical practices and inform/educate other practice staff.
34. Work with the Practice Nurse to ensure systems and procedures comply with best available evidence as applicable.
35. Attend and contribute to clinical teaching, study days, in-services, conferences, mentorship, supervision, or other learning.
36. Participate in research, evaluation, safety and quality projects, clinical trials, and care delivery.
37. Perform initial patient screenings and patient history and physical examinations.
38. Update patient records and check records for accuracy at each patient appointment.
39. Analyse test data and determine the need for follow-up appointments and further treatment options.
40. Deliver quality care while maintaining all company metrics pertaining to productivity.
41. Serve as the resource patients need for ongoing care information, counseling, and provide guidance for any patients with critical conditions.



Workplace Health and Safety

42. Consistently be aware of, and comply with, workplace health and safety requirements.

General

43. Delegate tasks to other medical and non-medical staff.

44. Provide direct and indirect supervision to other nurse(s).

45. Assist with other practice duties as required.

EXPECTED BEHAVIOURS AND PERSONAL ATTRIBUTES

46. Demonstrate a knowledge of, and compliance with, all relevant legislation and common law obligations affecting nursing.

47. Discharge of duty of care in the course of practice including meeting practice standards, and accountability for nursing actions.

48. Demonstrate knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.

49. Practice only within the limits of your educational preparation and competence.

50. Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.

51. Demonstrated patient-focused approach in service provision with genuine empathy and interest in their needs.

52. Excellent interpersonal and communication skills across all ages and social groups.

53. Always be well-presented, friendly, courteous and obliging. Represent the practice in a confident and positive manner at all times.

54. Undertake all duties in a diligent manner, with honesty and integrity.

55. Maintain absolute confidentiality regarding patient and practice information.

56. Have a vigilant attitude to accuracy, being prepared to double check as necessary.

57. Ability to work cooperatively and independently and the ability to prioritise and organise.

58. Demonstrated commitment to ongoing professional development.

EDUCATION, QUALIFICATIONS AND EXPERIENCE

- Evidence of appropriate and continuing professional indemnity insurance.
- Current driver's licence and the ability to travel between sites as required.



- Master of Nursing (Nurse Practitioner) degree
- AHPRA registration
- 5+ years' nursing experience
- Ability to work within a team and take direction
- Strong written and interpersonal communication skills

SPECIAL REQUIREMENTS

- Evidence of appropriate and current professional indemnity insurance.
- NSW Working with Children Check (current).
- National Criminal History Check (satisfactory).
- Evidence of current immunisation status (as required for the role/service).
- Current CPR certification.
- Current NSW driver's licence and ability to travel between sites as required.
- Ability to work weekends and nights if required (service demand/roster).

Note: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.

KEY RELATIONSHIPS

Direct Reports:

- N/A

External Stakeholders

- Patients
- Community & other allied health professionals
- UNE staff and students

Internal Stakeholders:

- General Practitioners
- Practice Manager
- UNE Life contractors
- UNE Life colleagues

SELECTION CRITERIA

1. Registration, endorsement and regulatory eligibility

Current AHPRA registration with endorsement as a Nurse Practitioner, and eligibility for a Medicare Provider Number and PBS prescribing within the role's intended scope.



2. **Clinical autonomy within scope, with sound escalation judgement**
Demonstrated ability to practice with a high level of clinical autonomy, applying professional judgement and escalating appropriately when clinical presentations are outside scope, expertise, or require medical review.
3. **Advanced clinical assessment and diagnostic decision-making**
Demonstrated advanced clinical assessment capability, including history taking, physical examination, formulation of differential diagnoses, interpretation of results, and evidence-based management planning.
4. **Prescribing, medication management and quality use of medicines**
Demonstrated competence in prescribing and medication management, including medication safety practices (e.g., reconciliation/review), patient education, and adherence to relevant prescribing requirements and governance.
5. **Primary care experience and fit within a GP (general practice) operating model**
Demonstrated experience in primary care/general practice and the ability to work effectively within a GP business model, balancing patient care with operational requirements (e.g., workflow, documentation standards, appointment structures, service demand and quality outcomes).
6. **Risk management, clinical governance and collaborative multidisciplinary practice**
Demonstrated capability in risk management and clinical governance (e.g., safety, compliance, infection prevention/control as relevant), and proven ability to work collaboratively with GPs, Registered Nurses and reception/administration staff to ensure coordinated, safe and timely patient care.

LEADERSHIP ACCOUNTABILITIES

- Clinical leadership within scope
- Quality Improvement and governance
- Mentorship and workforce development
- Interdisciplinary collaboration

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented, promoted and adhered to.



EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			