

# Position Description

<b>Position Title:</b>	Neonatal Nurse Practitioner
<b>Reports to:</b>	Maternity Services Manager
<b>Department:</b>	Special Care Nursery
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	A1202
<b>Code &amp; classification:</b>	Nurse Practitioner Year 2 (NO2)
<b>Employment conditions:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 and GV Health Policies and Procedures (and as varied from time to time)

**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

## POSITION SUMMARY

The Nurse Practitioner must be endorsement by the Nursing and Midwifery Board of Australia (NMBA). The scope of practice of the Nurse Practitioner is determined by the context in which the Nurse Practitioner is authorised to practice. The Nurse Practitioner is:

- a registered nurse educated and authorised to function autonomously and collaboratively in an advanced and extended clinical role
- able to use nursing knowledge to assess and manage clients
- authorised to undertake activities that may include but are not limited to the direct referral of consumers to other health care professionals, prescribing medications and ordering diagnostic investigations
- competent in the specific area of practice required to meet the needs of their client group
- grounded in the nursing profession's values, knowledge, theories and practice, and;
- able to provide innovative and flexible health care delivery that complements other health care providers.

The Nurse Practitioner is a recognised expert practitioner and clinical leader with advanced knowledge, skills and recognised competence. The Nurse Practitioner promotes nursing and explores the boundaries of nursing practice through the use of evidence based and best practice literature.

The Nurse Practitioner will demonstrate competence in the domains identified by the NMBA and will function within their specialist scope of practice. The Nurse Practitioner will facilitate the professional development of colleagues, and with their expert knowledge and skills, influence and direct policy within their area of employment and expertise.

The Nurse Practitioner will be directly involved in research and leadership at departmental, organisational and professional community level. It is expected that the Nurse Practitioner will represent GVH outside of

the organisation through activities such as (but not limited to) conference presentations, contributing to the body of nursing research, and being actively involved in professional associations.

The Neonatal Nurse Practitioner (NNP) is required to provide clinical care for infants under the care of GVH Newborn. The Neonatal Nurse Practitioner works under the supervision of the Consultant Paediatrician on service to deliver care of the highest standard to neonates in the Special Care (SCN), Operating theatre and Postnatal wards and the emergency department.

The NNP position offers excellent opportunities to gain experience in medical and surgical neonatal care, build clinical decision-making skills, and provide leadership, teaching and support to the Nursing and Medical team. The NNP is required to be skilled in the resuscitation of newborn infants, experienced in providing mechanical respiratory support, and competent in performing all common neonatal procedures including intubation, umbilical arterial and venous catheterisation, peripheral venous cannulation and insertion of intercostal catheters.

NNP will work on a rotating roster that provides experience in the, SCN, Postnatal Wards and Outpatient areas. NNP are also allocated protected time to undertake activities including but not limited to research, complete audits, benchmarking, quality improvement and protocol development activities

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## **RESPONSIBILITIES AND DUTIES**

The following duties are inclusive of but not limited to

- Patient assessment and management in consultation with the duty paediatrician
- Patient care coordination including the liaison with PIPER Neonatologist and Paediatric sub-specialists under the supervision of the duty paediatrician.
- Attendance at high-risk deliveries with the appropriate support
- Family member communication, feedback and liaison
- Active participation in all aspects of the Academic Program of GVH Newborn including PROMPT, presentation at Joint Meetings and Grand Rounds
- Interaction with and teaching of Paediatric Registrars, HMOs, Nurses and Students
- Being a lead in Quality Improvement activities and support QI projects led by medical, nursing and allied health staff
- Involvement with research is strongly encouraged and experienced and enthusiastic support will be given for the planning, conducting and reporting of your work
- Self-management (including time management, accessing education and training and completing college requirements)
- Provide clinical leadership to the multidisciplinary treating team
- Demonstrate commitment towards key organisational initiatives
- Demonstrate compliance with all relevant GVH Policies and Procedures
- Ensure compliance with Australia's National Safety and Quality Healthcare Standards
- Demonstrate commitment to developing, promoting and progressing continuous quality improvement initiatives
- Ensure delivery of safe and effective person-centred care
- Identify clinical risk issues and areas for improved clinical outcomes
- Ensure that relevant data is collected, analysed and used to improve clinical care outcomes
- Recognise and manage risk, and ensure that actions are taken to prevent and minimise harm to consumers and the healthcare workforce

## **Responsibilities/Accountabilities**

### **Operational / Clinical**

- Demonstrate autonomous and independent practice with respect to individual competencies and scope of practice, with appropriate consultation and collaboration with other members of the health care team
- Demonstrate commitment to person-centred care, best practice standards and the GVH Nursing and Midwifery Foundations of Care
- Lead and facilitate the development of systems and processes to support the planning and coordination of safe and effective patient centred care
- Ensure the delivery of a high standard of evidence-based nursing care to patients in a range of settings
- Conduct comprehensive screening, assessment, planning, implementation and evaluation of care in collaboration with the families and the multidisciplinary team to develop a management plan and achieve health goals and outcomes
- Ensure attention to detail and accuracy are achieved in all aspects of the medical record keeping of the infants under the care of their teams and should ensure that data on patient flow charts are up to date at all times and that appropriate progress reports are maintained in the medical record.
- In the clinical setting, ensure timely discharge planning and ensure that appropriate discharge summaries are completed for all infants in the care of their team transferred to another hospital, or discharged home.
- In the clinical setting, recommend, request and/or conduct diagnostic and therapeutic procedures and investigations based on the baby's identified health care needs
- Establish and maintain effective communication with other health professionals and support staff, consumers, families, the community and external care providers
- The NNP is expected to communicate regularly with the parents of babies under their care, and provide them with updates on their infant's progress in a language that is clearly understood.
- Clinical planning and management ward rounds under the leadership of Consultant Paediatrician on service for that area are held every morning in SCN. Afternoon ward rounds are held in SCN.
- The NNP is expected to supervise and coordinate the clinical review of patients prior to the commencement of the morning ward round.
- The NNP must ensure that there is effective handover of any and all relevant clinical details of the infants under the care of their team to the consultant for the next shift. This handover should be kept brief and focussed on the essential detail necessary with identification of any results outstanding or uncompleted tasks. Specific attention is paid to complex active problems and new admissions.
- The NNP is to ensure that registrars do not perform procedures, attend deliveries or undertake assessments for which they lack the experience or competence
- The NNP is to aid and training to registrars who lack the experience or competence in performing procedures, attend deliveries or undertake assessments.
- The NNP is required to be skilled in the resuscitation of newborn infants, experienced in providing mechanical respiratory support, and competent in performing all common neonatal procedures including intubation, umbilical arterial and venous catheterisation, peripheral arterial cannulation and insertion of intercostal catheters
- Appropriately and promptly escalate any issues of concern
- Carry out compliance and improvement against the key elements of quality and safety
- Be responsible for quality of care at point of care
- Be responsible for quality of care at point of care Provide ongoing advice on current and new practices that will impact on new directions of the service. This may include development and review of educational health material and research trials of new appliances and products where relevant
- Conduct health promotion and education programs which enhance health and well-being and also encourage and empower families and carers to participate in their baby's health care.

- Ensure that consumer complaints and incidents are investigated and managed according to the GVH Complaints Management Protocol in collaboration with the Clinical Director
- Provide expert knowledge for the development of nursing and midwifery policies and procedures as required
- Where relevant, collect and manage data on service delivery and provide relevant reports
- Manage and be accountable for clinical / operational portfolios and projects as defined

### **Leadership / Management**

- Role model Nursing excellence
- Demonstrate ongoing commitment to the promotion and advocacy of the relevant clinical specialty area and Goulburn Valley Health
- Assist with the development of others by providing professional clinical support and education to colleagues
- Inspire individuals and groups to achieve organisational and service goals
- Demonstrate a commitment to organisational driven change
- Demonstrate the ability to debate, negotiate, resolve conflict, and handle sensitive and complex issues
- Participate in orientation, preceptorship and mentoring responsibilities
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
- Identify opportunities to reduce costs and effectively manage resources across all functions
- Recognise inefficiencies and implement cost saving strategies as directed
- Maintains record of Continuing Professional Development (CPD) as per NMBA requirements
- Participate in regular GVH Nurse Practitioner Group meetings
- Contribute to the attainment and sharing of professional clinical expertise through networking with local, national and international colleagues
- Initiates, contributes and facilitates research and quality improvement activities
- Participate in the ongoing review and development of nursing and midwifery models of care to provide a contemporary evidence-based service
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Perform as an advocate and promote an active partnership with patients, their carers and families to ensure safe and effective patient centred care
- Advocate for nursing and midwifery within the organisation
- Act as a professional advocate for GVH.

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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Required Registration(s):**

- Current registration with the Australian Health Practitioner Regulation Agency
- Registered with Nursing and Midwifery Board of Australia via AHPRA
- Endorsed as a Nurse Practitioner by the Nursing and Midwifery Board of Australia (NMBA)
- Completed Master of Nurse Practitioner qualification or relevant equivalent which includes an approved Therapeutic Medication Module

### **Essential:**

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- As we support a culture of safety and quality through employee immunisation, there must be documentation provided confirming completed immunisation on employment at GVH
- Adhere to legislation pertaining to privacy and confidentiality and the handling of personal information
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

#### **Desirable:**

- Ability and flexibility to work a rotating roster across day, evening and night duty shifts as required
- Participate in the annual performance enhancement process and complete all mandatory and role specific competencies
- Proficient computer skills
- Current Victorian Drivers Licence and vehicle an advantage (A travelling allowance is payable at the current rate per kilometre)
- Ability to travel if required
- Successful applicants new to GVH will be required to enter into an Employment Agreement prior to commencement.
- GVH is a smoke free environment and compliance is essential

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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful:**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Proven people and communication skills including relationship building, cooperation, conflict resolution, influencing others and facilitating open discussions
- Demonstrate recent leadership and management experience including change and safety leadership, coaching and development, motivating self and others and managing and measuring performance
- Able to drive culture, encompassing a person-centred focus, adaptability, respecting diversity, innovative thinking, application of evidence into practice, and self-management
- Achieve results including management of resources, service delivery, problem solving and professional and technical competence
- Ability to work independently as well as consulting and collaborating with others to deliver outcomes
- Outcome focused with ability to manage multiple projects simultaneously
- An awareness of own values and beliefs surrounding healthcare and an ability to identify and respect an alternative view
- Be cognisant of limitations in own knowledge and seek appropriate resolution

- Present oneself in a professional and respectful manner
- Superior ability to communicate in both written and verbal forms
- Excellent organisational and time management skills
- Registration is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

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#### **AT GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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#### **ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.



I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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Directorate	Clinical Operations
Reviewed by:	Divisional Director Women's, Children and Surgical Services
Issue Date:	June 2025

## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)