

# Position Description

<b>Position Title:</b>	Nurse Practitioner - Inflammatory Bowel Disease
<b>Reports to:</b>	Nurse Unit Manager - Specialist Consulting Suites
<b>Department:</b>	Specialist Consulting Suites
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	C0002
<b>Code &amp; classification:</b>	Nurse Practitioner (NO1 – NO2)
<b>Employment conditions:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

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**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).

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## **POSITION SUMMARY**

The Inflammatory Bowel Disease (IBD) Nurse Practitioner works in consultation and collaboration with medical, nursing and allied health staff to assist in the care and coordination for patients referred to GV Health for the treatment and management of inflammatory bowel disease.

The scope of practice of the clinician is determined by the context in which the IBD Nurse Practitioner is credentialed by GV Health to practice. The IBD Nurse Practitioner's Model of Care is determined by their scope of practice, aligned with the strategic plan pillars of GV Health and will be supported by protocols and guidelines. The IBD Nurse Practitioner meets and complies with the Nurse Practitioner standards for practice, has direct clinical contact and practises within their scope under the legislatively protected title 'Nurse Practitioner' under the National Law. The IBD Nurse Practitioner conducts advanced, comprehensive and holistic health assessments to clients within our community.

The protected title of Nurse Practitioner allows the nurse to apply diagnostics, prescribes to their endorsed notation and implements therapeutic interventions to plan and evaluate quality care that is safe and evidence based. The IBD Nurse Practitioner's assessment and early intervention includes collaborative care where referral to and from other clinicians is required to assist with the management of the client. The IBD Nurse Practitioner will provide a clinical consultancy service for the Shepparton area and the greater community within our Region.

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## **RESPONSIBILITIES AND DUTIES**

**The following duties are inclusive of but not limited to:**

### **CLINICAL CARE**

- Provide a high quality timely expert IBD service which includes advice and consultancy through a Nurse Practitioner-led clinic to clients within our community and internal clients of GV Health that reflects best practice and adds value to GV Health
- Establish a telephone and email support service for the management of patients with IBD as first port of call.
- Contribute to a transdisciplinary model of care program incorporating Gastroenterologist, Dietitian, Pharmacist, Endoscopy, Pathologist and Radiologist, Dermatology, Rheumatology and other Specialists as required
- Aims to provide a point of care to community patients: prior to diagnosis, to prevent and manage flare, to be a liaison for GP's within our region.
- Involvement and facilitation of visits for patients requiring access to biologic medication management with an understanding of regulatory Medicare and PBS administrative requirement.
- Provide initial screening, ongoing monitoring and education of patient during induction treatment phase and maintenance therapy. This may include close monitoring of required pathology, histology and/or radiology exams, escalating abnormal results for timely intervention where required to the IBD team.
- This role will incorporate an inpatient component to include but not limited to: safeguard immunosuppressed clients, reduce Emergency Department presentation, reduce length of stay and to better manage capacity of this client group
- Assessing and developing client-centred evidence-based assessment and management plans with a focus on clients with complex and chronic IBD signs and symptoms relevant to the scope of practice and identify need for admission to hospital and escalation of care required
- Providing advanced clinical practice to include care coordination, assessment, planning, education, review, case conferencing and discharge of referred clients within the professional boundaries and responsibilities of the nurse and the organisation
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Working in partnership with key stakeholders to build staff capacity in assessing and managing IBD and utilizing an evidence-based approach to clinical decision-making
- Maintaining open and effective channels of communication with clients and their families/carers, professional colleagues, the health care team and external service providers

## **SUPPORT OF SYSTEMS**

The Nurse Practitioner works autonomously as a clinical leader within GV Health who can influence other clinicians to improve the patient experience. The Nurse Practitioner collaborates with other clinicians through sharing, supporting, giving and receiving referrals that improves the efficacy of care provided. They have the capacity to explore, strengthen and influence processes and systems to embed a client centred culture for internal or external care.

The duties and responsibilities of the role of this position can achieve the support of system clinical domain of practice by:

- Understanding outpatient clinic booking templates and wait lists in order to optimise patient flow from time of referral through to appointment and or procedures.
- Develop and implement effective guidelines to accommodate new referrals and existing patient to ensure equitable and clinically appropriate access to clients with IBD.
- Facilitating links with existing key stakeholders in IBD across the state.
- Involvement in committee's relevant to the nurse's scope of practice.
- Supporting clinicians within our community to alleviate barriers and promote enablers to ensure clients receive the best possible care.
- Building capacity in the Greater Shepparton region for health workers who care for clients with IBD.
- Identifying opportunities for new service initiatives through the evaluation of existing services.
- Working within the interdisciplinary health care team, contributing and supporting the development of strategies to measure clinical management and outcomes of care.
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas.
- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes.

## **EDUCATION**

The Nurse Practitioner is proactive and analytical in acquiring new skills and knowledge and utilises this direct care and the education of others. Education enhances the involvement and active participation of client, caregivers and clinicians. The Nurse Practitioner educates the public and increases awareness to the benefits of wellness, health and prevention of illness. They work collaboratively in educating and supporting others as mentors within clinical care and professional development including informal and formal staff development.

The duties and responsibilities of the role of this position can achieve the Education clinical domain of practice by:

- To be actively involved in increasing awareness, education and training to clinicians and the community on IBD
- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Undertake credentialing and review scope of practice
- Continuing professional development for self so that new information can improve the care provided and lead others
- Being involved in identifying learning and practice gaps and contributing to education programs and resources
- Engagement in clinical education, guidance and mentorship and professional activities that assist the development of extensions to practice.
- Increasing awareness to promote health and wellbeing for all on the topics of IBD
- Actively participate in identifying where improvements can be made to the quality of consumer care

## **RESEARCH**

The Nurse Practitioner critically evaluates and integrates relevant research findings into practice and more broadly through publication and presentations. They contribute to development of evidence-based clinical guidelines, standard work place documents, policy and procedures within GV Health and beyond. The Nurse Practitioner advocates on behalf of the client to receive care that is safe, effective and evidence based. The

Nurse Practitioner supports and strengthens a culture that seeks better outcomes for clients through evaluating care provision, collecting data, conducting clinical research, involvement in quality activities and risk management strategies.

The duties and responsibilities of the role of this position can achieve the Research clinical domain of practice by:

- Being aware of what is available and how to access new and developing research that will assist with delivering evidence-based care to the client
- Developing clinical guidelines, standard work place practice documents, policy and procedure documents to assist clinicians to deliver best practice
- Contributing to the quality assurance activities at GV Health through; innovation, data collection, changes to process and systems, education risk mitigation,
- Contribute to new evidence through research

### **LEADERSHIP**

The Nurse Practitioner demonstrates innovative ways to provide care ensuring care is dynamic and meets the needs of the client, the clinician and the services within our community. They provide clinical leadership that influences partnerships, clinical care, policy and collaboration throughout the continuum of care at GV Health and the wider health services. The Nurse Practitioner demonstrates leadership to build, inspire, advocate, evaluate and develop adaptive models of care and facilitates the development of a nursing workforce that enhances the health and wellbeing of our community. This incorporates timely access and equity to quality, cost effective, health care for all.

The duties and responsibilities of the role of this position can achieve the Leadership clinical domain of practice by:

- Demonstrating clinical leadership, mentoring, support and the development of others by acting as a resource to colleagues
- Facilitate and contribute to interdisciplinary health care team meetings and clinical education sessions to facilitate consumer care goals
- Engaging in opportunities of research, journal writing and conference participation
- Participate in committees and professional groups and disseminate relevant information to other health care professionals
- Actively engage and promote the role with relevant regional, state and national agencies
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating

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### **KEY SELECTION CRITERIA**

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

- Current registration with the Australian Health Practitioner Regulation Agency as a Nurse Practitioner

#### **Essential:**

- Demonstrated experience, skills and knowledge to achieve the clinical domains of practice of Clinical Consultation, Supporting Systems, Education, Leadership and Research
- Working knowledge and understanding of inflammatory bowel disease
- Ability to work in a team environment

- Ability to effectively problem solve, negotiate and communicate with patients, staff and other service providers
- Excellent interpersonal, written and verbal communication skills including report writing abilities and a high degree of computer literacy
- Demonstrated experience with coordinating, motivating and leading performance within defined resources across a complex and diverse organisational structure
- Demonstrated commitment to ongoing professional development

**Desirable:**

- Graduate Diploma or Graduate Certificate in bowel or a gastroenterology related field
- Skills in database entry
- Experience in providing an advisory helpline for patients
- Familiarity with the Australian complex drugs program

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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;
- AHPRA Registration is maintained and works within scope of practice
- Credentialed to work within individual scope of practice as approved by GV Health credentialing committee
- Demonstrated evidence in the yearly Nurse Practitioner reporting template that accompanies the annual Performance review and verifies how the clinical domains of practice have been met within the role
- Demonstrates evidence of education. Furthers own knowledge and shares this knowledge with staff and clients, either in a formal or informal manner, which may include increased public awareness and acting as a mentor or clinical supervisor to staff
- Demonstrates (at least 3) contribution or development of: guidelines, standard work practices, policy and procedure, data collection, formal research, practice change, presentations]

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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**

**Position Title: Nurse Practitioner Inflammatory Bowel Disease (IBD)**

**Reviewed by:**

Nurse Unit Manager - Specialist Consulting Suites

**Issue Date:**

March 2025

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## 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](#)