



# Position Description

<b>POSITION TITLE:</b>	Senior Nurse – Sexual and Reproductive Health
<b>PROGRAM AREA:</b>	Integrated Sexual & Reproductive Health
<b>AWARD AND CLASSIFICATION:</b>	Family Planning Victoria & Australian Nursing Federation Agreement 2006 Senior Sexual and Reproductive Nurse Level 4.2
<b>HOURS PER WEEK:</b>	Full Time. 38 hours per week.
<b>BASIS OF EMPLOYMENT:</b>	On-going
<b>LOCATION:</b>	This position is principally based at FPV's Box Hill and Action Centre sites and is also required to service FPV's satellite sites at Hoppers Crossing and Cranbourne, however, in accordance with FPV's state-wide role and service delivery priorities, you will be required to service other FPV's locations as part of your duties and responsibilities to FPV.
<b>REPORTS TO:</b>	The position reports to the Manager, Integrated Sexual & Reproductive Health.
<b>EMPLOYEES SUPERVISED:</b>	Management responsibility for nursing staff. Approx 6.5 EFT nurses.
<b>ORGANISATIONAL ENVIRONMENT:</b>	<b>Vision:</b> Sexual and reproductive health for Victorians. <b>Mission:</b> To provide a leadership role in public policy, advocacy, education and clinical care in sexual and reproductive health.
<b>DUTIES:</b>	The Senior Nurse is responsible for ensuring that the quality of the sexual and reproductive health services delivered by nursing staff at clinic sites meets those requisite standards as established by FPV. The Senior Nurse will work with the Manager and Senior Medical Officers to determine clinical priorities and ensure clinic services meet the needs of FPV's clients.  This position also has a role in working within the Clinical Education Unit (CEU), facilitating nursing input into education programmes and tutoring course content as required.

	<p>Meets all requirements specified in the classification criteria for Div 1 Nurses in Australian Nursing Federation (ANF) and FPV Enterprise Bargaining Agreement 2006 and in addition holds significant additional relevant qualifications and experience that enhance the provision of sexual &amp; reproductive health.</p> <p>In consultation with Manager, Integrated Sexual &amp; Reproductive Health, liaise with relevant government departments and other sexual health service providers as required.</p> <p>As a member of our team your duties include:</p> <ul style="list-style-type: none"> <li>- carrying out all lawful direction given to you by your Supervisor or Manager or his/her duly appointed delegate</li> <li>- performing all duties faithfully and with all due skill, care and attention.</li> <li>- In addition to the duties and key result areas specified in this position description, perform any other tasks duties and responsibilities appropriate to your position and any other reasonable duties specifically assigned to you.</li> </ul>
<p><b>KEY RESULT AREAS:</b></p>	<p><b>1. Management of service delivery</b> The Senior Nurse – S&amp;R Health is responsible for assisting the Manager, Integrated Sexual Health in implementing strategies which ensure that consistent standards for the delivery of nursing services are maintained.</p> <p><b>2. Quality Management</b> The Senior Nurse – S&amp;R Health is required to monitor and ensure that quality standards for the delivery of nursing services in sexual and reproductive health meet FVP Clinical Guidelines and national best practice standards.</p> <p><b>3. Relationship</b> The Senior Nurse – S&amp;R Health is responsible for ensuring productive relationships with Nurses, Manager - Integrated Sexual Health, Senior Medical Officers, Senior Nurse Educator for the delivery of high quality, consistent, integrated sexual and reproductive health services within clinic services and education programmes.</p> <p><b>4. Supervision and Training</b></p> <ul style="list-style-type: none"> <li>• Supervise nurses clinical practice. Undertake annual performance appraisals.</li> <li>• Organise professional development meetings as required to ensure that clinical quality standards and preceptorship is maintained.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist the Manager, Integrated Sexual Health, with staffing issues within the Clinic at FPV including: <ul style="list-style-type: none"> <li>▪ Organising rosters</li> <li>▪ Orientating new staff</li> <li>▪ Attending to day-to-day operational issues</li> <li>▪ Acting as the contact person for FPV Nurses</li> <li>▪ Perform other duties as directed by the Manager</li> </ul> </li> </ul> <p><b>5. Clinical Services Delivery</b></p> <ul style="list-style-type: none"> <li>• Perform all core duties as a Sexual and Reproductive Health Nurse within FPV clinics as required. Specific days/times to be negotiated.</li> <li>• Ensure the quality of nursing is maintained at optimum level.</li> <li>• Assist with training nurse PAP smear providers and FPV preceptors within the clinic environment.</li> <li>• Participate in continuous improvement and development of nursing staff.</li> </ul> <p><b>6. Nurse Education &amp; Training</b></p> <p>Contribute to FPVs Clinical Education Unit specialist training through accredited courses for nurses by:</p> <ul style="list-style-type: none"> <li>• Delivery of relevant course information.</li> <li>• Conducting training at designated sessions.</li> <li>• Assisting the Senior Nurse Educator in the placement of observing nurses for practical placement experience.</li> <li>• Provide clinical input on content for education programmes.</li> <li>• Provide input into seminars, workshops and education sessions in the community as required.</li> </ul>
<p><b>QUALIFICATIONS AND EXPERIENCE:</b></p> <p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Registered Nurse Division 1 qualification.</li> <li>• Certificate of Sexual and Reproductive Health</li> <li>• Additional nursing qualifications in sexual and reproductive health ie., pre &amp; post test counselling, current PAP Smear provider, midwifery.</li> <li>• Other relevant qualifications eg. Graduate Diploma in Womens Health or Public Health.</li> <li>• Demonstrated understanding of quality issues in the delivery of sexual health services.</li> </ul> <ul style="list-style-type: none"> <li>• Demonstrated capabilities and experience in nurse education training.</li> <li>• Education qualifications or equivalent ie. Certificate IV Workplace Training &amp; Assessment.</li> <li>• A current driver's licence.</li> </ul>

<p><b>CORE ATTRIBUTES:</b></p>	<p>Substantial experience and clinical skill in the provision of nursing services preferably in the area of sexual health.</p> <p>Extensive knowledge and expertise in the area of STIs including HIV/AIDS.</p> <p>Your position encompasses the demonstration of the following attributes:</p> <ul style="list-style-type: none"> <li>- recognising and contributing to the overall business objectives of FPV</li> <li>- participating in the effective working of FPV and contributing to team effort</li> <li>- working co-operatively and supportively with other staff</li> <li>- adopting a proactive approach to identifying and developing opportunities to assist FPV</li> <li>- Demonstrating a high level of competency in your position.</li> </ul>
<p><b>KEY SELECTION CRITERIA:</b></p>	<ul style="list-style-type: none"> <li>- Clinical skills and significant experience in S&amp;RH.</li> <li>- Demonstrated supervision and organisational skills.</li> <li>- Demonstrated ability to monitor and maintain clinical quality standards.</li> <li>- Demonstrated ability to educate and train nursing staff and students.</li> <li>- Excellent interpersonal communication skills particularly the ability to respond in a sensitive manner to FPV's client group and ability to adhere to all issues of confidentiality.</li> <li>- Demonstrated ability to work independently and as part of a team.</li> <li>- Well developed written and oral communication and analytical skills.</li> <li>- Demonstrated ability to work in a changing environment, to work under pressure and meet deadlines.</li> <li>- Demonstrated proficiency in computer literacy.</li> </ul>
<p><b>REVISED:</b></p>	<p>July 2010</p>

**Approved** .....

**Manager - Title**

**Date** .....

I acknowledge and agree to accept the position description as detailed above.

**Signed:** .....

**Name:** .....

**Date:** .....