

## Employee Position Description

Position Details				
Position Title: Nurse Practitioner AOD		Department: Alcohol and Other Drug Services		Agreement: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028.
Reports To: AOD Manager		Location: Richmond - may be required to work across other locations within the Eastern Region		
Direct Reports: Nil		Employment Status: Max Term Part time 0.3 EFT		Classification: Nurse Practitioner YR 1 (NO1)
Position Primary Purpose				
<p><b>Position Summary:</b></p> <p>The AOD <b>Nurse Practitioner</b> will provide clinical assessment and pharmacotherapy (opioid replacement therapy) for patients who are opioid dependent, working in a collaborative step-up/step-down model with primary care GPs and a specialist addiction medicine service. The role will work closely with the AOD team at AccessHC as well as the patient’s GP and wider care team.</p> <p>The AOD <b>Nurse Practitioner</b> is a registered nurse educated and authorised to function autonomously and collaboratively in an advanced and extended clinical role within their scope of practise. The responsibilities of the nurse practitioner include the provision of evidence-based practices to provide innovative and flexible health solutions. The nurse practitioner has a responsibility to be aware of emerging evidenced based practises in their field, with a view to the integration of this knowledge to the ongoing innovation and evidence-based practice.</p>				
Decision Making Authority			Key Relationships	
<p><b>Decisions made independent of Manager</b></p> <p><b>As per Delegation of Authority</b></p>			<p><b>Internal</b></p> <ul style="list-style-type: none"><li>AOD, mental health, allied health and other services within AccessHC</li><li>GPs, practice nurses and Practice Manager at AccessHC</li></ul> <p><b>External</b></p> <ul style="list-style-type: none"><li>Turning Point Addiction Medicine Services</li><li>Other external stakeholders involved in client’s care (e.g. other allied health providers, pain clinic, external GPs)</li></ul>	
<p><i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.</i></p>				
Version No: 1	Last Updated: Sept 2025	Author: (Insert Author)	Approved By: (Insert Manager)	Page 1 of 4

Key Accountabilities	
Focus Areas	Responsibilities
<b>Pharmacotherapy</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with primary care GPs and with specialist addiction medicine services to support a ‘step-up/step-down’ model of care</li> <li>• Refer patients to appropriate community resources and services</li> <li>• Provide clinical assessment and pharmacotherapy (opioid replacement therapy) for patients presenting with opioid dependence</li> <li>• Prescribe opioid replacement therapy (including Long-Acting Injection Buprenorphine) to people in a community health/primary care setting with opioid dependence</li> <li>• Initiate, implement and evaluate care of patients within the scope of practice, clinical practice guidelines and <a href="#">Department of Health Pharmacotherapy Guidelines</a></li> <li>• Assist with developing withdrawal plans tailored to individual client presentations and that consider the clients’ psychosocial circumstances and needs, as required</li> <li>• Provide relevant, up-to-date and evidence based medical and harm reduction advice to patients and their treating team</li> <li>• Liaise with medical staff and allied health staff in the development and implementation of individualized treatment plans</li> <li>• Working with the GP and the AOD team to facilitate referrals into other services, e.g. residential withdrawal services, as required</li> <li>• Maintain high quality client files, case notes and contribute to program targets and data collection requirements</li> </ul>
<b>Secondary Consultation</b>	<ul style="list-style-type: none"> <li>• Contribute and provide nursing expertise to the intake, assessment and allocation processes with AOD program</li> <li>• Provide secondary consultation to the AOD staff, GP and medical staff on withdrawal and medical management of a persons’ presenting substance use issues</li> <li>• Contribute to capacity building activities and lead tutorials on withdrawal management with GP registrar program</li> </ul>
<b>Integration with Access Health &amp; Community</b>	<ul style="list-style-type: none"> <li>• Actively participate and contribute to wider AccessHC service integration activities to support a shared care and integrated care approach</li> <li>• Maintain a professional code of conduct and participate in on-going professional development in accordance with annual work plans and as directed by the AOD Manager</li> <li>• Adhere to AccessHC policies and procedures (including OH&amp;S standards)</li> <li>• Participate in practice and performance reviews with the AOD Manager on a regular basis</li> <li>• Participate in regular clinical supervision and discipline specific activities as required</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.*

Key Accountabilities	
Focus Areas	Responsibilities
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>Through actions and behaviour, demonstrate AccessHC Values of; <b><i>Equity, Collaboration, Integrity, Accountability, Innovation</i></b> and <b><i>Excellence</i></b>.</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>Act in accordance with AccessHC's policies, procedures and code of conduct</li> <li>Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position</li> <li>Participate in mandatory training requirements to support the delivery of a safe and effective service</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Act in accordance with health and safety policies and procedures at all times</li> <li>All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

Selection Criteria					
<p><b>Mandatory selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• International Police Check (if lived overseas for 12months)</li> <li>• Working With Children Check</li> <li>• Professional Registration with AHPRA</li> <li>• Driver's Licence</li> <li>• CPR and First Aid</li> </ul> <p><b>Key selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in nursing and current registration with AHPRA as a Nurse Practitioner</li> <li>• Qualifications in Alcohol and Other Drugs and/or equivalent experience working in a AOD setting</li> <li>• Demonstrated experience in the delivery of clinical interventions and treatment for people who are opioid dependent, including clinical assessment, care planning and opioid replacement therapy</li> <li>• Demonstrated experience in providing respectful, non-judgemental and empathetic care to people with substance use concerns and co-occurring conditions</li> <li>• Demonstrated ability to work collaboratively and engage with GP and specialist health services and other health/community agencies</li> </ul>	<p><b>Attributes we value</b></p> <ul style="list-style-type: none"> <li>• Commitment to patient-centered and trauma-informed care</li> <li>• Ability to work flexibly across sites and in collaboration with partner agencies as required</li> <li>• Well-developed interpersonal and communication skills and the ability to work as part of a team</li> <li>• The ability to work respectfully and creatively with a culturally and linguistically diverse client population, including Indigenous Australians and LGBTIQ community</li> <li>• Commitment to continuous quality improvement and health promotion principles</li> <li>• Proficiency with electronic health record systems (such as TrakCare) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint)</li> <li>• Effective time management and prioritisation skills</li> <li>• Well-developed presentation and report writing skills</li> <li>• High level of accuracy and attention to detail</li> <li>• High level of cultural sensitivity and awareness</li> <li>• Strong analytical and problem-solving skills</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> </ul>				
<p><i>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices. Access is required to undertake compliance checks; however, a record of criminal history does not preclude applicants from applying for suitable positions. All applications will be assessed on a case-by-case basis and managed in a confidential and practical manner.</i></p>					
<table border="1"> <thead> <tr> <th colspan="2">Authorisations</th> </tr> </thead> <tbody> <tr> <td> <p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p> </td> <td> <p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p> </td> </tr> </tbody> </table>		Authorisations		<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>
Authorisations					
<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>				

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*