

**POSITION DESCRIPTION  
PRACTICE NURSE**

This position description explains what the Practice Nurse does at First Step, including their main responsibilities, skills needed, and who they report to. It also gives an overview of First Step. The document is a guide for both the Practice Nurse and the Clinical Lead to understand the role and how it fits within First Step’s policies and procedures.

**Position overview**

<b>Position summary:</b> The Practice Nurse provides high-quality, trauma-informed, and person-centred nursing care within First Step’s integrated primary health model. The role supports individuals experiencing alcohol and other drug (AOD) use, mental health concerns, and other complex health needs through clinical care, care coordination, health promotion, and collaboration with a multidisciplinary team to reduce health inequities and improve long-term outcomes		
<b>Award &amp; Classification:</b> Nurses Award 2020 Classification determined by experience	<b>Appointment status:</b> Full time	<b>Authorisation:</b> CEO
<b>Reports to:</b> Clinical Lead		<b>Direct reports:</b> Nil
<b>Delegations:</b> Nil		

**About First Step**

First Step is a specialist centre for integrated care – medical, mental health and substance use – with an embedded community legal service. Operating in inner Melbourne, we deliver more than 14,000 free appointments each year to over 1,600 people. Our multidisciplinary team includes doctors, psychologists, nurses, peers, psychiatrists, care coordinators, lawyers and social workers, working side-by-side to support people with co-occurring needs such as substance use, trauma and mental distress.

We help people navigate complex systems by taking on the responsibility for care coordination, building trust, promoting self-agency, and supporting stability and connection. Recognised by the Royal Commission into Victoria’s Mental Health System, First Step is a leader in integrated, whole-of-life care. All services are provided free of charge, from one team, in one place.

**Our vision:** A community where people who use drugs and alcohol and people living with mental distress can live well, be safe and be supported.



## About the Role of Practice Nurse

The Practice Nurse plays a key role in our well-established practice, providing essential support to our general practitioners, clinical staff and patients.

### Key responsibilities:

- Administration of long-acting injectable buprenorphine (LAIB)
- Developing and contributing to Chronic Disease Management Plans and Health Assessments
- Assisting GPs with minor surgical procedures, emergencies, and injury management
- Administering vaccinations
- Providing pathology services
- Providing comprehensive patient education and support within a multi-disciplinary team
- Ensuring the treatment room is well-organised and managing patient flow efficiently
- Safe storage, documentation and administration of controlled medicines
- Controlling and managing medical stock levels

### Key challenges:

- Working within a multi-disciplinary team
- Time management skills
- Working within a diverse team environment
- Shared decision making

### Supervision:

- EAP (Employee Assistance Program) is offered to all staff
- Line management supervision will be offered by the Clinical Lead
- Staff are encouraged to maintain external clinical supervision

## Skills, Qualifications and Experience

### Minimum qualifications

- Tertiary qualification in Nursing
- Current registration with AHPRA as a Registered Nurse OR as an Medication-Endorsed Enrolled Nurse with no restrictions on registration to practice.

### Skills and experience

- Skilled in conducting clinical assessments and review, liaising with other health providers, and providing secondary consultation with other program staff where required
- Experience coordinating the development, implementation and ongoing review of clinical assessment and care planning
- Ability to review and respond promptly, effectively and appropriately to changes in client's health status
- Able to work closely with the multi-disciplinary team, particularly GPs and mental health practitioners, to resolve or report on patients' needs or medical issues
- Skilled in performing routine diagnostic checks (monitor pulse, blood pressure and temperature) and general nursing duties as instructed by the clinical team
- Highly skilled at monitoring and recording a patient's condition and document care provided
- Attendance and participation in case conferences and clinical review meetings;

contributing to the planning and implementation of support and treatment

- Active engagement and participation as a member of a multi-disciplinary team
- Maintain respect and consideration for the rights and well-being of co-workers by following policies and procedures
- Must follow registered nursing care regulations and standards at all times

### Desirable

- Prior experience working with people experiencing mental health concerns, alcohol and/or drug use and other complex health needs is highly desirable

### Personal attributes

- Maintain respect and consideration for the rights and well-being of co-workers by following policies and procedures.
- Be an integral member of a multi-disciplinary team
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### Duties, outcomes, accountabilities and measures

<b>Duties and Outcomes</b>	<b>Accountabilities and Measures</b>
Clinical Care	<ul style="list-style-type: none"> <li>- Deliver comprehensive nursing care in line with AHPRA standards, First Step policies, and evidence-based practice</li> <li>- Conduct health assessments, clinical reviews, and triage within a primary health context</li> <li>- Administer LAIB injections under the direction of the medical practitioners of First Step</li> <li>- Provide harm reduction care and education</li> <li>- Administer medications, immunisations, and treatments within scope of practice</li> <li>- Maintain accurate, timely, and confidential clinical documentation</li> <li>- Work within scope of practice to provide acute wound care</li> <li>- Safe storage, documentation and administration of controlled medicines</li> </ul>
Integrated Practice	<ul style="list-style-type: none"> <li>- Coordinate care with GPs, allied health, AOD clinicians, mental health practitioners, and external services</li> <li>- Support continuity of care for clients with complex and multiple needs</li> <li>- Participate in shared care planning and multidisciplinary case discussions</li> <li>- Facilitate referrals, follow-ups, and recalls supporting engagement and retention in care</li> </ul>
Health Promotion and Client Engagement	<ul style="list-style-type: none"> <li>- Deliver care that is trauma informed, culturally safe and non-judgemental</li> <li>- Support preventative health initiatives aligned with First Step priorities</li> </ul>

	<ul style="list-style-type: none"> <li>- Engage clients who may experience barriers to accessing mainstream health services</li> </ul>
Quality, Safety and Compliance	<ul style="list-style-type: none"> <li>- Maintain infection prevention and control standards</li> <li>- Contribute to quality improvement, clinical audits, and accreditation requirements</li> <li>- Identify and escalate clinical risks appropriately</li> <li>- Ensure safe management of clinical equipment, medications and consumables</li> <li>- Contemporaneous documentation of interventions, care provision and medication administrations and storage</li> <li>- Maintain compliance with NMBA standards</li> </ul>
Professional Practice & Team Contribution	<ul style="list-style-type: none"> <li>- Work collaboratively within a multidisciplinary, values-based team</li> <li>- Participate in team meetings, supervision, and reflective practice</li> <li>- Engage in ongoing professional development</li> <li>- Engage in annual performance reviews</li> <li>- Support students or less experienced staff as appropriate</li> <li>- Any other duties as directed by the CEO or their delegate</li> </ul>

**Acknowledgement**

Please confirm that you have read and understood this position description:

**Name**

**Signature**

**Date**

