**POSITION DESCRIPTION FOR**

**Clinical Nurse Advisor**
**(Beyond the C: Hepatitis C Elimination in Your Practice)**

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| **Incumbent:** | [Insert name here] |
| **Date Developed:** | 18-Jul-22 |
| **Date Last Updated:** | 10-Dec-24 |
| **Employment Terms:** | Temporary 12-month fixed term contract – 22.5 hours per week. |
| **Role Overview:** | The Clinical Nurse Advisor (Registered Nurse or Aboriginal Health Practitioner) plays a key role in supporting the implementation of Beyond the C, a Hepatitis C Quality Improvement (QI) project to primary care practices across Australia. The role will require the applicant to have a strong understanding of clinical audit principles, as they relate to QI initiatives.  |
| **Reporting Relationships:** | Program Manager, Hepatitis C Program |
| **Organisational Context:** | The Clinical Nurse Advisor will work autonomously and as part of the Hepatitis C program within the National Policy and Education Division (NPED), project steering committee, primary care service staff and key stakeholders across Primary Health Networks (PHNs), Hospital and Health Services/Local Health Districts (HHS/LHDs).  |
| **Supervisory Responsibilities:** | The Clinical Nurse Advisor will not have any supervisory responsibilities. |
| **Required Qualifications:** | * Tertiary qualifications recognised by the regulation authority as a Registered Nurse and/or Aboriginal Health Practitioner
* Current AHPRA registration
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| **Required Work Experience:** | **Essential:*** Minimum 3 years’ experience in primary care (E.g. General Practice, Aboriginal Medical Services, Aboriginal Community Controlled Health Services)
* Knowledge of hepatitis C management in primary care
* Excellent interpersonal skills, with the ability to establish and maintain operational relationships with internal and external stakeholders
* Demonstrated experience undertaking clinical audits and QI activities in primary care
* Demonstrated understanding of recall and reminder systems, data, clinical software and extraction systems within a primary care setting
* Demonstrated ability to provide leadership in primary health care principles and collaborate with primary care service teams
* Sound knowledge of the primary care environment and its relationship to the broader health sector and local community health priorities
* Demonstrated ability to train health care professionals, including GPs, practice nurses, Aboriginal health workers and practice managers
* Ability to work independently to manage multiple tasks and project participants, prioritise workload and meet project deadlines
* Excellent written communication skills with the ability to write project reports
* High-level verbal communication skills, including an excellent telephone manner, experience in online meeting platforms, with the ability to deal professionally with people at all levels
* Computer skills, including MS Office and online education platforms
* Understanding of and commitment to the principles of EEO, WHS, cultural diversity and ethical practice
* Desire to work in a fair, equitable and non-judgemental environment particularly with people infected/affected by HIV, viral hepatitis and related diseases

**Desirable:** * Knowledge and experience in using Communicare for patient management
* Knowledge of Monitoring and Evaluation Principles as they relate to primary care clinical audits
* Knowledge and understanding of key public health principles, including the social determinants of health.
* Demonstrated experience working with PHNs and HHS/LHDs
* Experience in the not-for-profit sector, Government and/or Non-Government Organisations.
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