Central Coast Community Women's Health Centre Ltd.

Women's Health Practice Nurse

Position Description

Employment Status	Permanent Part Time – 28 hours per week
Reporting To	Practice Manager
Team	Women's Health Clinic
Grade	Levels 2 to 3 are encouraged to apply
Update	October 2026

Position Purpose

The vision of Central Coast Community Women's Health Centre (CCCWHC) is "safe and healthy futures for all women and girls on the Coast."

The Women's Health Practice Nurse is a key member of the GP Clinic team, which forms part of the broader service team of CCCWHC. The role works collaboratively with the Practice Manager, GPs, and other Centre staff to ensure a patient-centred, clinically competent, and safe service is provided to all women accessing the clinic.

The Women's Health Practice Nurse provides nursing services to women of all ages and cultural backgrounds, delivering clinical care, health education, and health promotion activities—both one-on-one and in group or community settings. Preventative health care is provided in a sensitive, inclusive, and non-judgmental manner. The role also supports the clinic's doctors in performing contraceptive and termination procedures.

Embedded within CCCWHC's feminist framework, the Women's Health Practice Nurse recognises that women's wellbeing is influenced by social, cultural, economic, and biological factors. The role requires a demonstrated commitment to women's health, primary health care, holistic and trauma-informed practice, and feminism. It also demands a collaborative approach that strengthens the link between clinical care and social support to improve health and well-being outcomes for women across the Central Coast.

Key Responsibilities

Clinical Care

- Deliver evidence-based, trauma-informed, and culturally safe clinical care within the scope of practice.
- Work collaboratively with the Practice Manager, GPs, and Centre staff to provide holistic, patient-centred services.
- Participate in the delivery, implementation and ongoing improvement of existing and new clinic programs and initiatives, in accordance with the Registered Nurse's scope of practice, skills and service priorities.
- Coordinate care with hospitals, allied health, other CCCWHC staff and community agencies to ensure continuity for patients/clients.
- Maintain accurate and timely clinical records, ensuring all test results and follow-up actions are completed.
- Conduct outreach and preventative health clinics independently, including screening, pathology, and follow-up.
- Support doctors with clinical procedures such as triage, immunisations, wound care, and chronic disease management.
- Act as the primary lead for Infection Prevention and Control (IPC), Sterilisation, and Cold Chain Management in accordance with CCCWHC policy, RACGP standards, and the National Vaccine Storage Guidelines: Strive for Five

Patient Services

- Provide triage, patient education, advocacy, and follow-up coordination.
- Communicate results and care instructions as directed by medical staff, ensuring patients feel informed and supported.
- Deliver pregnancy choices counselling and cervical screening outreach autonomously, in line with CCCWHC's feminist and trauma-informed approach.

Health Education and Promotion

- Provide individual and group health education, aligned with the Centre's health promotion priorities.
- Maintain up-to-date educational resources and contribute to community engagement initiatives.
- Deliver accessible health education for diverse groups, including young women, Aboriginal and Torres Strait Islander women, women with disability, and CALD communities.

Clinical Governance and Quality

- Maintain compliance with all legislative, clinical, and infection control standards.
- Participate in RACGP accreditation and continuous quality improvement (CQI) initiatives.

- Contribute to the review and development of clinic policies, procedures, and service improvements.
- Support staff orientation, clinical supervision, and mentoring as required.
- Engage in professional development and remain current with evidence-based practice and nursing standards.

Equipment and Supplies

- Ensure all clinical equipment is cleaned, sterilised, and maintained in accordance with infection control standards.
- Manage clinical stock, including ordering, storage, expiry checks, and waste disposal.
- Maintain accurate equipment registers and emergency supply checks.

Collaboration, Learning and Teamwork

- Work collaboratively with the Practice Manager, GPs, and Centre staff to strengthen clinical practice and service delivery.
- Contribute to a positive, inclusive, and respectful workplace culture that reflects CCCWHC's values of well-being, belonging, integrity, and safety.
- Participate actively in team meetings, supervision, and reflective practice.
- Engage in ongoing learning and professional development to maintain current skills and support continuous improvement.
- Represent CCCWHC at relevant external meetings, forums, or community events when required.

Practice Incentive Program and PHN Liaison

- Support CCCWHC's participation in the Medicare Practice Incentive Program (PIP).
- Liaise with the Primary Health Network (PHN) and NSW Health to implement relevant clinical updates and maintain compliance.

Work Health and Safety

- Promote and maintain safe work practices, infection control, and hazard reporting.
- Ensure compliance with CCCWHC's WHS policies and relevant legislation.

Confidentiality and Privacy

- Uphold client and organisational confidentiality at all times, in accordance with CCCWHC policy, RACGP standards, and privacy legislation.

Expected Behaviours and Personal Attributes

- Commitment to work within feminist principles, trauma-informed practice, and culturally safe approaches that respect the lived experiences of all women.

- Practice in accordance with the Nursing and Midwifery Board of Australia (NMBA) Code of Conduct and relevant professional standards.
- Represent and promote CCCWHC in a positive, professional, and ethical manner, upholding the organisation's reputation and values at all times.
- Demonstrate respect, empathy, and professionalism when engaging with women from diverse backgrounds and experiences.
- Work collaboratively with GPs, counsellors, caseworkers, and external health or community partners as part of an integrated, multidisciplinary team.
- Advocate for equitable access to health care, information, and community resources for all women.
- Manage sensitive, confidential, and complex situations with integrity, discretion, and sound clinical judgment.
- Contribute to and foster a supportive, inclusive, and cooperative team culture that aligns with CCCWHC's values of Well-being, Belonging, Integrity, and Safety.
- Engage in reflective practice, professional supervision, and ongoing professional development to maintain current clinical knowledge and skills.
- Demonstrate initiative, flexibility, and resilience in responding to women's immediate and changing health needs.
- Display a clear understanding of and alignment with the mission, vision, and feminist principles of CCCWHC.
- Comply with Work Health and Safety requirements and promote safe work practices at all times.
- Maintain a current driver's licence and comprehensive motor vehicle insurance for any vehicle used for CCCWHC business activities.
- Provide evidence annually of current driver's licence, motor vehicle insurance, National Criminal Record Check, and Working with Children Check.

Key Relationships

Internal	**External**
CEO	Patients
Head of Women's Health	Referral Agencies
Practice Manager	CCLHD
Clinical and Administrative staff	Other community organisations
Counsellors and Case Managers	Other: Eg, Consultants and Contractors

Selection Criteria

Experience

- Demonstrated experience providing women's health nursing services in a primary health care or general practice setting.
- Proven ability to work collaboratively as part of a multidisciplinary team (e.g. GPs, counsellors, caseworkers, and external partners).
- Experience advocating for equitable access to health, social, and community resources for women.
- Demonstrated ability to manage sensitive and complex situations with professionalism, empathy, and sound clinical judgment.
- Experience providing pregnancy choices education and supporting informed decision-making.
- Confidence conducting independent clinical consultations, assessments and interventions within your scope of practice.
- Sound clinical reasoning and the ability to recognise clinical concerns and facilitate appropriate medical review and escalation.
- Experience in infection prevention and control, clinical governance and quality improvement.

Knowledge

- Sound understanding of the social determinants of women's health and how these impact wellbeing.
- Knowledge of trauma-informed practice, cultural safety, and intersectional feminist principles.
- Familiarity with reproductive and sexual health, preventative screening, and chronic disease management relevant to women's health.
- Understanding of RACGP accreditation, infection control, clinical governance, and quality assurance processes.
- Knowledge of Work Health and Safety (WHS), confidentiality, and privacy legislation in a health care setting.
- Completed cervical screening education and training, with experience independently undertaking cervical screening (highly desirable).

Education

- Current registration with the Nursing and Midwifery Board of Australia (AHPRA) as a Registered Nurse.
- Postgraduate qualification or relevant experience in women's health, reproductive or sexual health, or a related field (highly desirable).

Other Requirements

- Current Working with Children Check.
- Current NSW Driver Licence.
- National Criminal Record Check clearance.
- Current CPR certification and up-to-date immunisation status in accordance with NSW Health requirements.

Women Only – This position is open to women only under Section 31 of the Anti Discrimination Act 1977 (NSW).