Job and Person Specification

Enrolled Nurse – Sexual & Reproductive Health Clinical Support

Job Type: EN1, Fixed Term to 29/06/2029, 0.8FTE
Job Location: Woodville, Hyde Street or Davoren Park

Who We Are

For more than 50 years, SHINE SA has been South Australia's leader in sexual and reproductive health, delivering education, clinical care, workforce development, community partnerships, and advocacy.

Our approach is built on the fundamental right of every person to control their own body, receive inclusive care, and have the knowledge and support to make informed decisions about their sexual and reproductive health.

This commitment is the foundation of our work, our DNA, shaping how we care, how we advocate, and how we partner with communities.

Our Vision

A future where sexual and reproductive health and rights are universal, upheld and celebrated.

Our Purpose

We care, we educate, we advocate – supporting every body's sexual and reproductive health, autonomy and dignity.

Position Summary

Provide safe, inclusive sexual and reproductive health nursing care, procedural assistance and clinical utility support under direct or indirect RN supervision. The role supports STI screening, IUD procedures, emergency preparedness, equipment and stock management, infection prevention and clinic readiness within individual competence and authorised EN scope.

Supervisor/Line Manager

Manager, Nursing and Midwifery
Clinical supervision: Registered Nurse/Midwife, with Medical Officer/NP/EM consultation and escalation as appropriate

Direct Reports

Nil

Key Relationships/Interactions

Internal: Nursing & Clinical Practice Manager, RNs/midwives, NPs, Medical Officers, education, operations and multidisciplinary staff.

External: Clients and support people, pathology, equipment and sterilisation providers, and community and healthcare organisations.

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Key Result Areas/Main Duties

Clinical and Procedural Care

- Provide person-centred care, structured sexual health histories and asymptomatic STI screening within approved pathways; support self-collected and clinician-collected specimens, venepuncture and pregnancy testing where competency assessed.
- Provide sexual health education and undertake cervical screening, medication administration, injections and vaccinations only where appropriately qualified, authorised and within EN scope.

- Prepare clients, rooms and equipment; chaperone consultations; assist with IUD insertion and removal; monitor and document observations, client comfort and recovery.
- Recognise clinical concerns, deterioration and presentations outside EN scope and promptly escalate to the supervising RN, NP or Medical Officer.

Emergency Response

- Maintain competence to recognise and respond to vasovagal syncope, cervical/cervicogenic shock, anaphylaxis, haemorrhage and cardiopulmonary emergencies.
- Initiate authorised immediate measures within competence, including ABC assessment, positioning, observations, oxygen where authorised, BLS/CPR, AED and emergency assistance; prepare equipment and medications and administer authorised emergency medications within EN medication scope. Escalate promptly and assist the clinical team.

Clinical Utilities and Clinic Readiness

- Support sterile equipment management, instrument reprocessing, required records and infection prevention and control processes.
- Check, maintain and monitor clinical and emergency equipment, servicing, stock, consumables, medication/vaccine stock processes where authorised, expiry dates and stock rotation.
- Identify and escalate safety, equipment and environmental risks; support audits, quality improvement and clinic preparedness across sites.

Professional Practice

- Practice in accordance with NMBA EN Standards for Practice, Code of Conduct, RN supervision requirements, organisational policies and individual authorised scope.
- Maintain accurate documentation, confidentiality, cultural safety, mandatory training and competencies; participate in supervision, education, incident review and multidisciplinary teamwork.

Work Health & Safety (WHS) Responsibilities/Duties

- Adhere to all WHS policies and procedures during work.
- Report any incidents or near-misses and contribute to creating a safe working environment for all staff.

Organisational duties

- Participate in and contribute to organisational activities where requested.
- Participate in and contribute to continuous quality improvement and accreditation activities as requested and required.

Key Clinical Boundaries

- The EN does not independently diagnose or prescribe; insert or remove IUDs or contraceptive implants; determine suitability for complex contraception; manage complex or symptomatic sexual health presentations; or practise beyond demonstrated competence and authorised scope. Escalate needs beyond EN scope to the RN, NP and/or Medical Officer.

Selection Criteria

Qualifications, Skills and Experience

Essential

- Diploma of Nursing or equivalent qualification recognised by AHPRA.
- Current registration as an Enrolled Nurse with the Nursing and Midwifery Board of Australia.
- Medication administration qualification/authority appropriate to the requirements of the position.
- Current Basic Life Support/CPR certification.
- Ability to meet SHINE SA mandatory training and credentialling requirements.

Experience, Knowledge and Skills

- Demonstrated ability to provide safe, evidence-informed and person-centred nursing care within EN scope of practice.

Commented [JW2]: Don't we want years of experience and emergency experience as essential?

Commented [AJ3R2]: No - because it would rule out Ens in sexual health potentially form ASHC - we have it as desirable to have acute care

- Demonstrated ability to recognise clinical deterioration and escalate appropriately.
- Understanding of the EN's professional scope, accountability and requirement to practise under RN supervision.
- Demonstrated competence or willingness to undertake competency assessment in venepuncture, specimen collection and procedural assistance.
- Ability to maintain clinical equipment, stock and documentation accurately and consistently.
- Demonstrated understanding of infection prevention and control principles.
- Effective clinical communication and documentation skills.
- Ability to work collaboratively within a multidisciplinary team.
- Ability to organise and prioritise workload while maintaining attention to detail.
- Demonstrated ability to recognise the limits of own knowledge and scope and seek appropriate clinical support.
- Commitment to ongoing learning and development in sexual and reproductive health.

Values and Approach

Commitment to respectful, culturally safe, inclusive, non-judgemental and confidential care; sexual and reproductive health rights, client autonomy, equitable access and a collaborative workplace. Ability to work respectfully with diverse communities, including Aboriginal and Torres Strait Islander peoples, LGBTIQA+ communities, culturally and linguistically diverse people and people with disability.

Desirable

- At least five years' EN experience, ideally in acute, emergency, procedural, sexual/reproductive, primary or community healthcare.
- Experience in clinical deterioration and emergency response, minor or gynaecological procedure assistance, venepuncture or immunisation.
- Experience with sterile equipment/reprocessing, infection prevention, clinical stock or equipment management, and quality improvement.

Personal Attributes and Development

Calm, reliable and accountable; organised, adaptable and collaborative, with attention to safety, appropriate initiative and enthusiasm for developing specialist sexual and reproductive health skills. SHINE SA supports supervised learning and professional development, including a potential pathway towards RN education and registration.

Job and Person Specification Acknowledgement and Acceptance

I have read and understand the responsibilities and expectations outlined in this position description. By signing below, I acknowledge that I will perform the duties to the best of my ability and understand that my performance will be evaluated in relation to these responsibilities.

Employee Signature: _____ **Date**: _____