



**Position Title:** Nurse Practitioner  
**Location:** Surat Basin, SE QLD

**Reports To:** Project Manager

**Personnel Responsible For:** Nil

**Key Relationships**

**Internal:** Medical Director  
ASA Head Office staff  
Other ASA medical staff

**External Clients:** Site Managers/Supervisors  
On site client representatives  
Other Medical and emergency providers  
Other Referral agencies

**VISION STATEMENT**

*'To deliver a 'one-stop-shop' approach to health and emergency services to ensure efficient and effective service delivery and to operate in areas where medical and emergency response services are either at a premium, rudimentary or non-existent.'*

**MISSION STATEMENT**

*"To provide high quality emergency support services to fulfil Customer needs in Pre-Hospital Care, Preventive Medicine, Health Operations & Training, Emergency Management and Health & Emergency Service Consulting."*

**Location and Description of Role**

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## ‘The Best Care in Challenging Places’

1. ASA provides health support to QGC, a BG Group business (the company), that is developing an integrated Liquefied Natural Gas (LNG) project in Queensland utilising coal seam gas (CSG) sourced from the Surat Basin. The QGCLNG Project is located in the Surat Basin, west of Brisbane and Toowoomba in Queensland.

2. There are three other work site areas, where medical services are performed and in total, at peak, there will be approximately 2500 to 2800 project contractors and staff working within the work sites. Sites for ASA medical staff will be:

- Woleebee Creek Camp- located approximately 30 km south west of Wandoan.
- Kenya Camp - located approximately 30 km south west of Chinchilla
- Ruby - Jo Camp - located approximately 45 km south west of Dalby
- Windibri Camp - located approximately 30 km west of Chinchilla

3. ASA will provide emergency medical care which will be performed within any part of the project site. A Nurse Practitioner (NP) or Remote Area Nurse or Paramedic will be required at each site. A Medical Officer will also rotate between all 4 sites on a FIFO basis. All Medical staff will be required on site during hours of operation 0600 – 1600 hrs daily, and on call outside these hours for emergency response determined by specific site requirements.

4. This is a role for senior health practitioners in a remote setting requiring a high degree of clinical acumen and experience. In particular, some experience in occupational health is required as well as an awareness of the special requirements of resource sector companies and management of medical cases.

### **Key Responsibilities**

5. The Nursing Practitioner will be based solely at Woleebee Creek site. This is a remote site that requires the NP extra scope of abilities, especially the ability to sign Workcover Queensland certificates. Daily operations will include, but are not limited to:

6. Carry out safe standards of clinical and nursing care in accordance with project policies and procedures as contained in nursing manuals and the Service Providers medical protocols. Duties include:

- a) Provide emergency medical services to project personnel;
- b) Provide health support services to project personnel;
- c) Be proficient in physical examinations;
- d) Facilitate and coordinate required lab work and diagnostic testing or medical imaging requirements;
- e) Ensure clinical work is carried out according to the highest quality standards and in compliance with QGC procedures and applicable health standards;
- f) Ensure the clinic dispensaries are correctly managed and secured in compliance with the Queensland Drugs & Poisons Regulation 1996;
- g) Ensure all medications and supplies are within use-by dates.

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- h) Complete daily inventories of medications and medical supplies;
- i) Provide immunisations to Company employees as required.
- j) Monitor the status of Project personnel referred off-site or hospitalized in regional facilities;
- k) Arrange appointment times for review by the Medical Officer during rotational visits;
- l) Complete work capability certificates (Workcover QLD) for personnel injured on site to provide guidance on return to work options prior to review by the Medical Officer. Work Capability Certificates are to be limited to a maximum of two days;
- m) Undertake pre-employment assessments as required;
- n) Complete drug and alcohol testing as required;
- o) Undertake health surveillance assessments (including audiometry, spirometry and pathology) as required;
- p) Participate in Injury management facilitation as required
- q) Participate incident investigations as requested by the Company Upstream HSSE Manager;
- r) Participate in emergency response test scenarios as requested by the Company Upstream HSSE Manager; and
- s) Attend site occupational health and safety meetings as requested by the Company Upstream HSSE Manager.

### **Qualifications & Personal Requirements**

7. This position is available to Nurse Practitioners with the appropriate qualifications and registrations. It is essential that the Nursing Practitioner appointed has the following experience and qualifications to support the role:

- a) Possess appropriate and up-to-date qualifications/licences as recognized and required for Queensland Australia health care providers.
- b) Possess experience with trauma/emergency medicine in occupational and/or construction settings to address situations such as crushing, chest and abdominal penetrating wounds, amputation, cardiac, seizure and psychological disorders.
- c) Possess the critical skills require to deliver emergency and routine medical care.
- d) Are able to manage serious illness and injury at a remote location, prior to evacuation for further evaluation/treatment at a regional medical facility.
- e) As per the NMBA National Registration Standard for Endorsement of Nurse Practitioners (2010) must be able to demonstrate the following:
  - General registration as a registered nurse with no restriction on practice;
  - Advanced nursing practice in a clinical leadership role in the area of practice in which he or she intends to practice as a nurse practitioner, within the past five years, complemented by research, education and management;
  - Competence in the Australian Nursing and Midwifery Council’s (2006) National Competency Standards for the Nurse Practitioner;

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- Completion of the requisite Master’s qualification approved by the NMBA.
- f) Additional registration standards relevant to the nurse practitioner include:
  - Nursing and Midwifery Criminal History Registration Standard;
  - Nursing and Midwifery Regency of Practice Registration Standard;
  - Nursing and Midwifery Professional Indemnity Insurance Registration Standard;
  - Nursing and Midwifery Continuing Professional Development Registration Standard.
- g) Current competency in PHTLS and ACLS.
- h) Current immunization endorsement.

### **General Responsibilities**

8. The Nursing Practitioner appointed must have proven ability to:
- a. Personal
    - To represent ASA in a highly professional manner and work within the aims and values of the company.
    - To behave in a professional manner consistent with the standards of the general medical profession.
    - Adhere to ASA alcohol and drug policy
  - b. Clinical Responsibilities
    - Clinical recording of all patient presentations.
    - Internal auditing of all patient records.
    - Maintain close liaison with Head Office.
    - Work with strict adherence to routine scope of practice and within individual scope of clinical practice and protocols according to qualifications.
  - c. Administrative and Reporting Responsibilities
    - Complying with all directives, policies and guidelines issued by ASA.
    - Complying with all reporting guidelines issued by QGC.
    - Administration activities associated with the running of clinical facility;
    - Maintain, clear, legible, accurate medical records of all consultations and examinations as part of the ASA medical record reporting system.
    - Ensuring the integrity of all computer records through weekly back up of clinical; and paper based health records and other administrative documents;
    - Communicate as required with Operations, Logistics and Human Resources Quality Manager at Head Office.
  - d. Additional Requirements

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- Maintain effective communication with individuals, colleagues, clients and other service providers, to ensure efficient and effective delivery of contractual obligations.
- Comply with Human Resource Management issues, including Workplace Health and Safety, Equal Employment Opportunity and anti-discrimination as applied in the working environment.
- Conforming to all relevant QGC site rules and regulations.
- Verifying that approved procedures are adopted within the area of responsibility.
- Ensuring compliance with the company Quality System, its policies and procedures.
- Liaise with the Human Resources Quality Manager with regards to movements and timings in and out of the operational zone.

### **Confidentiality & Record Management**

9. Anodyne Services Australia retains all medical records for a period of 7 – 10 years and maintains standards of medical confidentiality similar to those existent in Australian medical facilities and in compliance with Australian legislation.

10. Anodyne Services Australia (ASA) will use medical records to inform medical facilities as appropriate on patients treated by ASA medical personnel. All information stored on computers is to comply with the International Health Standards for storage and management of clinical information (AS/ISO 15489.1-2002).

#### **Deborah Pohatu**

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