

## Position Description

Position Title	Registered Nurse
Position Number	30013123
Division	Community and Continuing Care
Department	Carshalton House
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Registered Nurse G2 Y2 – Y8
Classification Code	YP3 – YP9
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Aged Care Banning Order Register</li> <li>• National Disability Insurance Scheme (NDIS) Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## **The Position**

This role works to deliver person centred holistic care services at Carshalton House to

- provide and promote safe and quality nursing care as dictated by the Australian Nursing Council (ANC) national competency standards, the Code of Ethics and the Code of Professional Conduct for nurses in Australia.
- act in the Associate NUM position when required
- practise and promote continuous improvement and a culture of learning and evidence-based practice.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

To practice within the Nursing and Midwifery Board of Australia NMBA competency standards

- To provide and promote safe, customer-focussed patient/resident care in an interdisciplinary environment.
- Consult with the health care team, resident and carers to assist and supervise the planning, delivery and evaluation of a high standard of quality person-centred nursing care.
- Support safe medication management and governance
- Promote practices, that complies with the policies and procedures of BH and actively participates in the maintenance and implementation of relevant BH policies and procedures to ensure best practice.
- Provide and promote effective communication that includes the resident, carers and inter -disciplinary team within and external to Bendigo Health.
- Refer relevant and important issues to the Associate Nurse Unit Manager or Nurse Unit Manager.
- Ensure the safe operation and cleanliness of all clinical equipment according to relevant standards.
- Ensure compliance with BH risk management policy and guidelines.
- Participate in staff development and training as required (including annual mandatory training in fire/emergency, cardio-pulmonary resuscitation, infection control & 'safe manual handling'), and maintain a personal record of activities completed.
- Maintain a practical working knowledge of Aged Care Act legislation inclusive of the Aged Care Quality Standards.

### **Residential Services specific activities**

- To maintain a practical working knowledge of Aged Care legislation inclusive of the Aged Care Quality Standards
- To ensure a current understanding of contemporary issues and practices affecting the holistic management of residents (i.e. complex physical needs of residents, managing behaviours relating to dementia/depression, younger people with acquired brain injuries).
- You are required to notify your employer and document all reportable incidents (serious incidents) of alleged or suspected to have occurred to a residential care recipient (consumer), so that the appropriate

response can be undertaken to ensure the health, safety and wellbeing of residents, and to meet record keeping responsibilities under the Act.

## Key Selection Criteria

### Essential

1. Registered Nurse with the Nursing and Midwifery Board of Australia through the regulatory body, Australian Health Practitioner Regulation Agency (APHRA)
2. Demonstrated knowledge and experience in quality improvement and the Aged Care Quality Standards
3. Demonstrated ongoing commitment to professional development and a demonstrated high level of motivation and willingness to learn
4. Demonstrated clinical knowledge and skills relevant to the Unit speciality, including knowledge of the ANC competency standards and Codes of Practice / Ethics and relevant statutory requirements
5. Ability to work collaboratively within a team environment

### Desirable

6. Ability to give excellent customer service to both internal and external customers
7. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills
8. Ability to interact and communicate with a diverse range of people at all levels
9. A personal approach which is positive, enthusiastic, friendly and helpful

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and

cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*