

## Position Description

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| Position Title             | Registered Nurse  |
| Position Number            | 30025325  |
| Division                   | Clinical Operations   |
| Department                 | Emergency Department  |
| Enterprise Agreement       | Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028   |
| Classification Description | Registered Nurse Grade 2  |
| 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>• Working with Children Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</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**

The Emergency Department (ED) sees around 50,000 patients each year, making it one of the busiest emergency departments in regional Victoria.

The ED is open 24 hours per day, 365 days per year and is staffed by a dedicated team of professionals including emergency medicine specialist doctors, critical care trained nurses, nurse practitioners specialising in emergency care and physiotherapists with expertise in urgent conditions, supported by technical and clerical staff.

The Registered Nurse in ED is required to competently care for a variety of patient cohorts and initiate care aiding to appropriate and timely discharge.

Bendigo Health offers a supportive work environment that assists staff in understanding their work related responsibilities.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- To provide safe and quality care in line with the Australian Nursing Council (ANC) national competency standards, the Code of Ethics and the Code of Professional Conduct for nurses in Australia and commensurate with level of clinical skills and experience.
- Assist in the planning, delivery and evaluation of a high standard of nursing care in consultation with the health care team.
- Provide safe customer focussed patient care in a multidisciplinary environment.
- Maintain and develop professional nursing standards and practice ensuring that annual hospital and emergency department competencies are met.
- Assess the need for and provide health education for patients and carers as necessary.
- Provide excellent written documentation of all patient care given including all necessary computer data entry requirements.
- Have a sound understanding of emergency department key performance indicators in relation to time to treatment and admission criteria.
- Have knowledge of the national emergency access targets “NEAT”
- Responsible for checking of clinical equipment and ensuring its safe operation and cleanliness prior to use.
- Promote practices which comply with the policies and procedures of Bendigo Health and actively participate in the maintenance of relevant policies and procedures to ensure best practice.
- Participate in team/departmental and organisational meetings as required.
- Participate in service development as required.
- Ensure compliance with Bendigo Health risk management policy and guidelines.
- Provide leadership and direction and act as a positive role model providing mentorship and preceptorship to less experienced nurses, including undergraduates nursing students.

- Work in all areas of the emergency department including short stay and fast track service. Staff with relevant experience would also be expected to rotate through the resuscitation and triage areas in the emergency department.
- All staff work a rotating 7 day a week roster covering days evening and night shifts.

## Key Selection Criteria

### Essential

1. Current registration as Registered Nurse with the Australian Health Practitioner Regulation Agency Nursing and Midwifery Board Australia.
2. High level of self-confidence and ability to interact and communicate with a diverse range of people at all levels
3. A personal approach which is positive, enthusiastic, friendly and helpful
4. A willingness to learn, and the ability to work as part of a team, as well as independently.
5. Ability to give excellent customer service to both internal and external customers
6. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills
7. Flexibility to operate in an environment of change and continuous improvement
8. Recent Emergency Department experience
9. An understanding of relevant emergency department Key Performance Indicators and the Streaming process.

### Desirable

10. Post graduate qualifications in Emergency or Critical care nursing or Desire to complete post graduate studies in the field of emergency nursing

## 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.*