

## Position Description

Position Title	Enrolled Nurse Medication Endorsed
Position Number	30026482
Division	People and Culture
Department	Clinical Workforce
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Enrolled Nurse L2 Y1 Diploma - Y5 Diploma 5R
Classification Code	IB68 – IB72
Reports to	Workforce Resourcing Manager & Nurse Unit Manager/s
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>• National Disability Insurance Scheme (NDIS) 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 Clinical Workforce (Bank) plays a vital role in assisting Bendigo Health’s clinical, community and residential services by responding to short-term staffing needs arising from planned and unplanned vacancies.

As part of the casual workforce, you will have the flexibility to accept shifts that align with your availability, skills and clinical experience. Opportunities are available across a diverse range of settings including acute, subacute, mental health, community health, residential aged care and specialty services.

The role is ideally suited to clinically capable and adaptable nurses who thrive in dynamic environments and are confident in transitioning across different care settings. You will be expected to arrive prepared to deliver safe, high-quality care, quickly orientating to varying clinical environments while maintaining professional standards.

Working within the clinical workforce (Bank) offers the convenience of flexible employment, empowering you to balance work and personal commitments while continuing to make a meaningful contribution the health and wellbeing of the Bendigo community.

Bendigo Health is seeking nurses who wish to engage in casual employment as their primary role. To remain an active member of the Clinical Workforce, staff are expected to demonstrate ongoing availability, with a minimum of two shifts per week and a requirement to work at least two shifts per month. Participation and engagement are subject to monthly review, and staff who do not meet these requirements will be contacted to confirm their ongoing employment on the casual bank.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Function in accordance with legislation, conducting practice within a professional and ethical framework to deliver care that protects the rights of individuals and groups.
- Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.
- Collaborate with multidisciplinary team members to achieve desired health outcomes for patients.
- Consider the costs and budget implications in relation to work practices and consumables related to patient care.
- Demonstrate a commitment to organisational change and quality improvement.
- Assume accountability and responsibility for providing a high standard of direct patient care through assessment, planning, implementation and evaluation of outcomes.

- Accept accountability for own actions and seek guidance from senior nursing staff when limited by own level of expertise.
- Practice within policy and procedural guidelines, including comply with health service policy regarding uniform and punctuality.
- Promote and support the mandatory competency framework for the clinical unit ensuring compliance issues are addressed within an agreed timeframe.
- Promote and maintain an environment of teamwork and professionalism.
- Demonstrate an awareness of the financial management framework and budgetary issues for the clinical unit.
- Work within the “Delegations of Authority” consistent with the role.

## Key Selection Criteria

### Essential

1. Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia through the regulatory body, Australian Health Practitioner Regulation Agency (APHRA)
2. Demonstrated knowledge and understanding of quality improvement
3. Demonstrated commitment to ongoing professional development
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. Sound interpersonal and communication skills with a strong customer-focus
6. Ability to operate effectively in an environment of change
7. Ability to work as a team member of a multi/inter-disciplinary team as well as independently
8. 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.*