

Position Description

| | |
|----------------------------|---|
| Position Title | Registered Nurse – Residential Aged Care Pool |
| Position Number | 30027581 |
| Division | People and Culture |
| Department | Clinical Workforce |
| Enterprise Agreement | Nurses And Midwives (Victorian Pub Health Sector)(Single Interest Employers) Enterprise Agreement 2024-2028 |
| Classification Description | Registered Nurse Grade 2 |
| Classification Code | YP3 – YP9 |
| Reports to | Nurse Unit Manager/s |
| Management Level | Non Management |
| Staff Capability Statement | Please click here for a link to staff capabilities statement |
| Mandatory Requirements | <ul style="list-style-type: none"> • National Police Record Check • National Disability Insurance Scheme (NDIS) Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements |

Bendigo Health

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

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The **Residential Pool** (Aged Care) Nurse work within our 4 Residential Services facilities at our Gibson Street

Complex (Stella Anderson Nursing Home, Joan Pinder Nursing Home and Simpkin House) and well as Golden Oaks Nursing home in Golden Square. The Residential Pool is a great place to start your nursing career as it offers a unique opportunity for Nurses who want to gain some valuable experience and develop skills in an aged care setting

The Residential Pool offers a unique opportunity to gain valuable skills and knowledge across all 4 of our 4 Residential Services facilities at one of the largest regional health services. The Resi Pool offers the Aged Care facilities the flexibility to cover unplanned and planned leave.

Responsibilities and Accountabilities

Key Responsibilities

Building Relationships

Demonstrates practice within the vision, Mission and Values of Bendigo Health and according to the intent and standards prescribed by the Australian Nursing and Midwifery Council.

- Function in accordance with the 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.
- Mentor or preceptor staff as directed by the Nurse Unit or Program manager or delegate.
- Assume rotation into senior roles when delegated or required to do so, based on the level of educational preparation and competence.
- 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 at own level of expertise
- Practice within policy and procedural guidelines.

Enabling People

Demonstrates application of knowledge to support quality health care, a competent workforce and a satisfying work environment for staff

- Comply with health service policy regarding uniform, punctuality and leave liability.
- Promote and support the mandatory competency framework for the Nursing Directorate and the clinical unit ensuing compliance issues are addressed within the agreed timeframe.
- Promote and maintain an environment of teamwork and professionalism.

Achieve Sustainability

Demonstrates leadership and application of knowledge to assist the Nurse Unit Manager to operate within the agreed nursing budget for the clinical unit and the organisations Financial Management Framework

- Promote an awareness of organisation "Performance Monitoring Framework Business Rules" amongst nursing staff (updated annually by DHS).
- Demonstrate an awareness of the financial management framework and budgetary issues for the clinical unit.
- Support the core business of the clinical Unit and the Nursing directorate.
- Work within the "Delegations of Authority" consistent with the role.

Improving Quality

Demonstrate understanding, application of knowledge and implementation of the organisations clinical governance framework to ensure the provision of high-quality health care through continuous improvement.

- Assist the Nurse Unit Manager or Program Manager to monitor standards or professional practice and service deliver through the BHCG Quality framework.
- Contribute to the implementation and achievement of activities identified in the clinical unit's annual quality plan.
- Represent the clinical unit on nominated committees, working groups and projects as designated by the Nurse Unit Manager or Program Manager ensuring information is shared with the clinical team.
- Comply with the BHCG integrated Risk Management framework.
- Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concepts of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome.
- As a Bendigo Health employee, you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHS (National Safety and Quality Health Service) standards.

Supporting Education and Enhancing Services

Demonstrates commitment to personal and professional development of self and colleagues and participate as an active member of the team.

- Participate in the orientation of staff as directed by the Nurse Unit Manager, Program Manager or delegate.
- Facilitate, enhance and support the professional growth and development of staff within the clinical unit or program.
- Maintain and promote awareness of legal and ethical implications of nursing practice.
- Demonstrate commitment to specific portfolios/participation in committees or working groups as delegated by the Nurse Unit Manager or Program Manager.
- Participate in the review of one's own professional development annually, with the Nurse Unit Manager or Program Manager identifying key areas for professional and personal growth.
- Actively participate in leadership and management development opportunities internally and externally.

Enhancing Services

Demonstrate knowledge and application of skills to ensure the organisations information management goals are met.

- Demonstrate ability to operate PC based software packages confidently at the level required to fill the role.
- Demonstrate an understanding of the organisations Health Information Management System at the level required to fulfil the role.
- Maintain accurate and timely documentation.

Achieving Sustainability

Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors.

Facilities and Equipment

- Maintain surrounds and equipment used within the role.
- Responsible for the reporting of malfunctioning equipment and/or facility to the appropriate line manger
- Dispose of waste according to the BHCG Waste Management Policy.

Occupational Health and Safety

- Adhere to BHCG Occupational Health and Safety policies, regulations and agreed safe work procedures.
- Adhere to Infection Control policies and procedures as identified in the BHCG Infection Control Manuals
- Ensure all compliance culture with SMART Lift.

Equal Employment Opportunity

- Adhere to BHCG Equal Employment Opportunities policies and practices
-

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Demonstrated organisation skills
2. Demonstrated ability to contribute to and practice collaboratively as part of a multidisciplinary team
3. Demonstrated ability to communicate effectively with patients, visitors and staff at all levels within the organisation
4. Demonstrated clinical knowledge and skills
5. Demonstrated written and computer skills at the level to fulfil the role
6. Demonstrated evidence of commitment to ongoing education and professional development
7. Demonstrated awareness of the current issues and trends in clinical nurse and in the area of clinical specialty
8. A personal approach which is positive, enthusiastic and friendly
9. Ability to operate in an environment of change

Desirable

10. Sound appreciation of key concepts and quality improvement activities using the framework of the NSQHS (National Safety and QUALITY Health Service) Standards

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.
- 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.