

Position Description

Position Title	District Nurse
Position Number	30028143
Division	Community and Continuing Care
Department	Community Nursing and Home Care Services
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	District Nurse Level 1-2
Classification Code	YQ1-YU1
Reports to	Manager Community Nursing and Home Care Services
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 • Working with Children Check • National Disability Insurance Scheme (NDIS) Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • 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

All staff at Bendigo Health are an integral part of the health care service team and should have, or aspire to, the personal qualities; knowledge and skills as described in the Bendigo Health Staff Capabilities Statement (refer to link at top of page). All nurses are required to ensure they operate within their scope of practice at all times.

The District Nurse provides clinical care provision services to people in their homes within the shire of Bendigo. Nursing care involves a range of activities such as medication administration, diabetes care, wound management, stomal therapy and catheter/continence care. Registered Nurses (Division 1) and Enrolled Nurses work together as part of the District Nursing workforce.

Responsibilities and Accountabilities

The District Nurse plays a crucial role in ensuring our clients receive treatment at home to keep hospital admissions and readmissions to a minimum. In addition to providing direct care, you will also empower clients with their carers, to develop goals and be actively involved in their care.

As part of the team, you will be supported by specialist consultants in the areas of continence, dementia, diabetes and wound management to achieve client centred goals.

Key Responsibilities

- Facilitate nursing care to clients in their home within scope of practice
- Safely drive a vehicle provided by the Bendigo health service according to organisation policy, maintaining equipment provided
- Comprehensively assess health status of eligible clients and, with client involvement, develop a supportive care plan that facilitates client empowerment and commitment to active participation in their healthcare
- Assist clients to attain/maintain an optimum level of health and independence based on the principles of wellbeing and reablement
- Offer support, information and health education that is culturally relevant to clients and relatives/carers
- Maintain and record relevant information in client files (RCP), and prepare necessary reports and documentation
- Liaise with relevant staff, General Practitioners, and local service providers to ensure continuity of care and collaboration for clients and their carers
- Work co-operatively as part of a multidisciplinary team recognising expertise and contribution of all team members, collaborating in treatment and referral to other relevant services as necessary
- Actively participate in case conferences with other members of the team, assisting in decision making regarding treatment goals and care plans as required.
- Assist in the supervision and evaluation of undergraduate, graduate and postgraduate nurses when required
- Active involvement in departmental meetings
- Participate in staff development and training as required
- Participate in the orientation of staff as directed by the Manager or delegate

- Participate in service development and quality improvement as required
- Other duties as determined by manager or supervisor

Key Selection Criteria

Essential

1. Registration as a Registered nurse to the Australian Health Practitioner Agency (AHPRA)
2. Current Drivers Licence with no restrictions
3. Demonstrated ability to provide effective and high-quality nursing care in a complex, changing environment
4. Demonstrated ability to communicate effectively across staff, client, community and professional groups inclusive of skills to manage conflict
5. Demonstrated knowledge of the services/ funding models available to support clients in their home and how to refer to such services
6. Demonstrated ability to be self-directed, motivated and to manage time effectively
7. A personal approach which is positive, enthusiastic, friendly and helpful with an ability to innovate, influence, negotiate and persuade in a respectful and professional manner
8. Demonstrated experience with information technology software including troubleshooting

Desirable

9. Minimum of 3 years' experience in nursing, post registration, in a clinical environment with recent experience in a community nursing setting
10. Advanced clinical skills in chronic wound management, catheter management (IDC and SPC), diabetes management and medication support in the community
11. Postgraduate Studies within Community Nursing and or Gerontological 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.

- 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.