

Position Description

Position Title	Registered Nurse
Position Number	Various
Division	Clinical Operations
Department	Medical Services
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 staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

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

All staff at Bendigo Health 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.

The Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

The Medical Services Teams

Medical

The Medical Unit teams provides a wide range of acute medical services for inpatients specialising in respiratory, cardiac, neurological, renal and oncological conditions. It consists of two wards 4A and 5A.

Located on the 4th Floor of the New Bendigo Hospital ward 4A is a 28 bed ward which has been set up to specialise in General Medical, Renal and Stroke patients. A non-geographical Acute Medical Unit model of care has been adopted across both wards 4A and 5A allowing for Acute Medical patients admitted from the Emergency Department to be assessed and managed by consultant led Acute Medical Teams on both wards.

Located on the 5th Floor of the New Bendigo Hospital ward 5A is a 28 bed ward which has been set up to specialise in General Medical, Cardiology and Oncology patients. There is also an additional 3 beds in a complex care room attached to this ward.

Located on the 6th Floor of the New Bendigo Hospital ward 6C is a 20 bed ward which has been set up to specialise in Respiratory Medicine, caring for suspected or COVID-19 positive patients.

Surgical

Located on the fifth floor of the New Bendigo hospital, the Surgical Unit (5B) specialises in a range of conditions related to surgery including the pre and post-operative care of patients. The specialties include minor and major abdominal; hepatobiliary; head and neck; facio-maxillary; urology; reconstructive/plastic; and thoracic surgery.

The Complex Care room provides close monitoring and specialised care for patients with high clinical needs. Up to three patients can be admitted to this area, where a dedicated, experienced surgical nurse will care for them. This initiative has optimised the care the team are able to provide for acutely ill patients and has reduced the demand for high dependency beds in the Intensive Care Unit.

The multi-skilled team of health care professionals of the Surgical Unit aim for the best patient outcomes and a smooth transition from hospital to home, through our close links with community services and other care providers. It is also committed to providing a positive learning environment for nursing, medical and allied health professionals.

The Surgical Unit (6B) at Bendigo Health is a new 15 bed surgical unit, which caters primarily for surgeries in the fields of Urology, General Surgery, and Ear, Nose and throat (ENT) and Plastic Surgery. The model of care will primarily see patients admitted for a short duration typically 24-48 hours with longer planned admissions being the discretion of the NUM/ANUM team. In order to maintain high levels of occupancy the unit will actively pull patients from the Inpatient Units, the Emergency Department and the Short Stay Observation Unit.

Orthopaedics

Located on the 4th Floor of the New Bendigo Hospital ward 4B has 32 beds - a mixture of single and two bed rooms with one 4 bed room. The team includes highly skilled orthopaedic surgeons, orthopaedic nurses and allied health professionals such as physiotherapists and occupational therapists.

The Orthopaedic ward offers care to patients before and after an operation who have suffered injuries to their bones, ligaments, tendons or muscles. The team provides a comprehensive range of surgery and emergency care. Services include:

- Orthopaedic and surgical elective surgery - pre/post-operative care
- Orthopaedic trauma cases - pre/post-surgery
- Other accident and emergency admission
- Conservative management of some orthopaedic conditions

Care is planned and undertaken by a committed team of health care professionals with an emphasis on the best possible outcomes for patients and their families.

The ward enjoys the services of an orthopaedic/geriatric team who care for elderly fractured necks of femur as well as any elderly patient with multiple co morbidities. The team provides a short term rehabilitation within the ward to enable the total joint replacement patients who require a little extra physio over a period of only a few days. The ward enjoys a very stable nursing staff mix with 5 EFT ANUM and a number of clinical nurse specialist positions all actively engaged in various portfolios directed at improving patient care. After major surgery or trauma, the ward refers patients on to rehabilitation where they are helped to return to their homes and the community.

Rehabilitation

Rehabilitation and Geriatric Medicine is a 64 bed Sub-Acute service (consisting of ward 4C and ward 5C) with an even mix of Inpatient Rehabilitation and Geriatric Evaluation and Management (GEM) beds specialising in Amputee, Stroke, Acquired Brain Injury and Aged Care services.

Ward 4C: Musculoskeletal Rehabilitation (16 beds)

GEM (16 beds)

Ward 5C: Neurological and Stroke Rehabilitation (16 beds)

GEM (16 beds); incorporating up to four Acute Care of the Elderly (ACE) beds

Inpatient Rehabilitation Services:

Within ward 4C and 5C, Bendigo Health provides rehabilitation expertise in musculoskeletal, orthopaedic, amputee, stroke, neurological and acquired brain injury rehabilitation. After illness or injury patients may require assessment and intervention to return to their best possible state of physical functioning. Our rehabilitation program provides multidisciplinary care (medical, nursing, dietetics, exercise physiology, occupational therapy, physiotherapy, social work, and speech pathology). Other specialities within Bendigo Health can be accessed as required during a patient's stay, often delivered within the ward.

Inpatient Geriatric Evaluation and Management (GEM) Services:

The primary goal of GEM is to improve the functioning of patient's with multi-dimensional needs associated with medical conditions related to ageing, such as a tendency to fall, incontinence, reduced mobility and cognitive impairment. Patients may also have psychosocial problems. Treatment aims to maximise both functional ability and living arrangements for older adults. Our GEM program provides multidisciplinary care (medical, nursing, dietetics, exercise physiology, occupational therapy, physiotherapy, social work, and speech pathology). Other specialities within Bendigo Health can be accessed as required during a patient's stay, often delivered within the ward.

The multidisciplinary team works with patients individually in order to obtain the best possible outcomes and to meet patient individual goals. Rehabilitation focuses on patient achievement and empowerment of improving patient abilities. This is achieved with weekly ward rounds and case conferences to monitor patient progress. It is every staff member's responsibility to contribute to patients individual goals and assist with discharge planning process. Therapy sessions incorporates specialty one-on-one and group therapy sessions and hydrotherapy sessions.

The Specialist Palliative Care and Evaluation Unit

The Specialist Palliative Care and Evaluation Unit provides Specialist Palliative Care to patients with a life-threatening illness who are no longer having acute care. In patient care can include – end stage care, symptom relief (including radiotherapy), and respite.

The Evaluation Unit hosts patients admitted for Geriatric Evaluation and Management (GEM) who have chronic or complex conditions associated with aging, cognitive dysfunction, chronic illness or disability. The client group is predominantly, but not limited to older people with a primary treatment goal of maximising health status and optimising living arrangements.

The Transition Care Program which is a community program that has patients admitted for a maximum of 12 weeks with the aim of giving time to maximize independence and ascertain an appropriate discharge destination.

The Position

All staff at Bendigo Health 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.

The registered nurse is responsible for the safe and efficient delivery of nursing care to patients and families within a multidisciplinary framework. They must ensure that the wellbeing of the patient and family is the focus without prejudice. This includes assessment, planning and implementing care in consultation with the team leader/shift manager.

The registered nurse provides assistance to colleagues on a daily basis and more broadly on the vision and values of the unit.

As a registered nurse the applicant is expected to practice in a courteous manner independently and interdependently, assuming accountability for his/her own actions and the delegation of care to other nurses.

Professional accurate and thorough documentation is expected with a commitment to the ISBAR handover process as a basis. Ensure communication is clear and concise.

Maintaining open communication with all levels of staff is essential to this position

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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.
- Mentor or preceptor staff as directed by the Nurse Manager or shift manager
- 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 by own level of expertise.
- Practice within policy and procedural guidelines, including comply with health service policy regarding uniform, punctuality, annual Leave and ADO liability.
- 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.

Generic Responsibilities

Code of Conduct - The Victorian Government’s Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee’s employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health’s policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health’s OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health’s infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - 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 concept 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 NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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. Registered as a Registered Nurse with the Nursing and Midwifery Board of Australia AHPRA
2. Recent clinical experience (past 12 months) in an acute ward based on your specialty
3. Excellent communication and interpersonal skills with a focus on person centred care
4. Clinically sound assessment, problem solving and organisational skills
5. Ability to work collaboratively within a team environment and team nursing model
6. Computer literacy and/or willingness to develop computer skills
7. Flexibility to operate in an environment of change and continuous improvement
8. Knowledge of and experience in quality improvement activities
9. Commitment to ongoing professional development of self and others

Desirable

10. Postgraduate qualification in acute nursing based on your specialty. If no qualification, willingness to undertake relevant postgraduate studies
11. Member of professional association

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. 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.

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.

Last updated April 2025