

Position Description

Position Title	Registered Nurse
Position Number	30008797
Division	Community and Continuing Care
Department	Stella Anderson
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
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

This role works to deliver person centred holistic care services at Golden Oaks Nursing Home to

- provide and promote safe and quality nursing care as dictated by the Australian Nursing Council (ANC) national competency standards, the Code of Ethics and the Code of Professional Conduct for nurses in Australia.
- act in the Associate NUM position when required
- practise and promote continuous improvement and a culture of learning

Responsibilities and Accountabilities

This role requires providing safe, person-centred nursing care in accordance with the Nursing and Midwifery Board of Australia standards, while collaborating effectively with the healthcare team, residents, and carers. It involves adhering to Bendigo Health policies, maintaining clinical equipment, and ensuring compliance with risk management and aged care legislation.

Key Responsibilities

- Practice in accordance with the Nursing and Midwifery Board of Australia (NMBA) competency standards.
- Provide and promote safe, customer-focused patient/resident care within an interdisciplinary environment.
- Consult with the healthcare team, residents, and carers to assist in planning, delivering, and evaluating high-quality, person-centred nursing care.
- Promote and comply with Bendigo Health (BH) policies and procedures, actively participating in their maintenance and implementation to ensure best practice.
- Facilitate effective communication that includes residents, carers, and the interdisciplinary team both within and external to Bendigo Health.
- Refer relevant issues to the Associate Nurse Unit Manager or Nurse Unit Manager promptly.
- Ensure the safe operation and cleanliness of all clinical equipment according to relevant standards.
- Adhere to BH risk management policies and guidelines.
- Participate in staff development and training as required, including annual mandatory training in fire/emergency procedures, cardio-pulmonary resuscitation, infection control, and safe manual handling, while maintaining a personal record of completed activities.
- Maintain a practical working knowledge of Aged Care Act legislation, including the Aged Care Quality Standards.
- Stay informed of contemporary issues and practices affecting holistic management of residents, including managing complex physical needs, behaviours related to dementia and depression, and care for younger people with acquired brain injuries.

- Report and document all reportable incidents involving residential care recipients, ensuring appropriate responses are undertaken to safeguard residents' health, safety, and wellbeing, and to comply with record-keeping responsibilities under the Act.

Key Selection Criteria

Essential

1. Registered Nurse with the Nursing and Midwifery Board of Australia through the regulatory body, Australian Health Practitioner Regulation Agency (APHRA)
2. Demonstrated knowledge and experience in quality improvement and the Aged Care Quality Standards
3. Demonstrated ongoing commitment to professional development and a demonstrated high level of motivation and willingness to learn
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. Ability to work collaboratively within a team environment

Desirable

6. Ability to give excellent customer service to both internal and external customers
7. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills
8. Ability to interact and communicate with a diverse range of people at all levels
9. 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.
- 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.