

POSITION DESCRIPTION

Position Title:	Refresher Program
Business Unit/Department:	Education and Learning Department
Division:	People, Culture and Communications
Award/Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification:	8 weeks funded via scholarship
Reports To:	Graduate Nurse Program Coordinator
Direct Reports:	N/A
Date Prepared/Updated:	18 December 2025

Position Purpose

The Refresher program participant will take part in a supported clinical program for 8 weeks including supernumerary time, study days and regular education sessions.

Upon successful completion of the program, the participant will be offered ongoing employment at Western Health.

As a member of the health care team, Nurses/Midwives are at the forefront of the provision of high-quality nursing care to consumers on a day-to-day basis.

As a healthcare professional, you are accountable for:





- The maintenance of their own clinical knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill
- Ensuring that they are registered to work in Australia at all times whilst working as a nurse within Western Health and practice in alignment with Nursing & Midwifery Board of Australia (NMBA) Registered Nurse Standards for Practice

The role of the Nurse/Midwife, working within a multidisciplinary team, incorporates the following activities: unsupervised clinical practice, coordination of care, counselling, health promotion and teaching, consumer advocacy, collaborative consumer and unit management, research, supervision and mentorship/preceptorship, interaction/liaison with multidisciplinary team, accurate and timely documentation.

The Nurse/Midwife will contribute to providing quality health and well-being services for our consumers demonstrating novice to expert behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

Our Vision

**Together, we deliver the healthcare of the future.
Providing the Best Care for the people of the West, in the right place and at the right time.**

Business Unit Overview	
<p>Western Health acknowledges the significance of career development opportunities for its staff. The Education and Learning Department is a crucial provider of clinical support, professional development, and continuing education for nurses, midwives, other health professionals, and non-clinical staff. The education teams strive to offer an efficient and effective integrated education service that caters to the learning, education, and training needs of Western Health from the perspective of lifelong learning and professional development.</p>	
Key Responsibilities	
	<p>Leadership</p> <ul style="list-style-type: none"> • Work collaboratively within the nursing team model of care using delegation, supervision, coordination, consultation and referrals • Take accountability for own actions and others under direction and sphere of responsibility • Role model behaviours consistent with the professional Code of Conduct and organisational values and challenge others when their behaviour does not meet expectations • Lead by example, and motivate staff to strive for excellence • Demonstrate initiative in supporting early career and less experienced staff • Contribute to peer feedback and engage in appraisals for early career staff, as directed by your manager • Work within and towards the Nursing and Midwifery Workforce Plan
	<p>Research</p> <ul style="list-style-type: none"> • Use evidence to support improvement to consumer care and practice • Be curious about ways to improve practice and outcomes • Promote evidence based practice and share findings at internal and external forums • Participate in quality and research projects as appropriate
	<p>Evidence Based practice</p> <ul style="list-style-type: none"> • Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans. • Be familiar with local and organisational policies, procedures and guidelines • Contribute to adverse event investigations, and undertake individual and team-based reflective practice • Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in nursing practice • Participate in new initiatives to enhance consumer outcomes and experience, or staff employment outcomes and experience • Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for patients/consumers and teams • Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities
	<p>Education & Learning</p> <ul style="list-style-type: none"> • Participate in ongoing learning opportunities • Contribute to the updating of educational information provided to patients and consumers, and their families and carers • Support new staff through the orientation buddy role or formal preceptorship • Showcase work and improvement activities • Provide timely informal and formal feedback to students, early career and novice staff

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- Exchange and share information with colleagues via informal or formal forums such as huddles, in-services, presentations, education forums, team meetings.



Clinical expertise

- Assess the clinical, non-clinical and social needs, including the identification of 'at risk' consumers and record with appropriate and accurate documentation in the consumers history and care plan and implement consumer specific risk minimisation strategies
- Demonstrate accountability and responsibility for care delivered
- Recognise changes in consumers' condition and take necessary action including reporting and escalation seeking appropriate assistance
- Accurately reflect the consumers requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Effectively develop discharge plans that reflect the needs of consumers and their significant others and demonstrates an understanding of the role of community providers
- Role model best practice and reference latest research
- Identify clinical practice improvement opportunities and discuss with your manager
- Perform other nursing duties as required

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Education and Learning Team
- Clinical Nurse Educators
- Preceptors
- Unit Manager
- Associate Unit Managers
- Other nursing staff
- Nursing and Midwifery Workforce team,
- Director of Nursing & Midwifery
- Allied health
- Unit medical officers

External:

- Consumers, families and others as required

Selection Criteria

Essential

- Current registration with AHPRA
- Have no acute practise for one year
- A citizen of Australia or New Zealand, a permanent resident of Australia or an Australian permanent humanitarian visa holder
- Minimum of one year's full-time or equivalent experience
- Have well developed written and verbal communication skills
- Have highly developed interpersonal skills
- Demonstrate an ability to practice collaboratively as part of a multi-disciplinary health care team
- A commitment to high quality, safe and person-centred care
- Commit to ongoing permanent employment in Nurse Pool for a minimum 3 to 4 days per week on a rotating roster

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<h3>Additional Requirements</h3> <p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a police / criminal history check prior to employment • Obtain a working with children check prior to employment (if requested) • Obtain an Immunisation Health Clearance prior to employment • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Western Health clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health • 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 Western Health • Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health & Safety (Psychological safety) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023 • Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
<h3>General Information</h3> <ul style="list-style-type: none"> • Redeployment to other services or sites within Western Health may be required • Employment terms and conditions are provided according to relevant award/agreement • Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace • Western Health is committed to Gender Equity • Western Health provides support to all personnel experiencing family and domestic violence • 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs • Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: [Click here to enter a date.](#)

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