

POSITION DESCRIPTION

Position Title:	Registered Nurse
Business Unit/Department:	Emergency Department - Sunshine Hospital
Division:	Emergency, Medicine & Intensive Care Services
Award/Agreement:	Nurses & Midwives (Vic Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 - Year 1 to Year 10
Reports To:	Nurse Unit Manager or Nurse in Charge
Direct Reports:	N/A
Date Prepared/Updated:	5 September 2025

Position Purpose

As a member of the health care team, the Registered Nurse is at the forefront of the provision of high quality nursing care to patients on a day-to-day basis. As a professional, the Registered Nurse is 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 as a Registered Nurse in Australia at all times whilst working as a nurse within Western Health.

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

Business Unit Overview

The Division of Emergency Medicine and Intensive Care Services is divided into three service streams:

- Emergency Medicine
- Urgent Care Centres
- Intensive Care Unit/s

Within the service streams above, the Division has three emergency departments, two urgent care centres and two intensive care units.

The Division of Emergency Medicine and Intensive Care Services is committed to innovation and the development of services and treatment of groups across Western Health to ensure Best Care for the community of Western Melbourne.

Our Vision

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The Divisional Director (DD) and the Clinical Services Director (CSD) function in partnership to provide leadership and clinical, operational and financial governance to the Division of Emergency Medicine and Intensive Care, ensuring the efficient and effective delivery of Best Care within allocated resources.

Key Responsibilities

- Assess the clinical, non-clinical and social needs, including the identification of 'at risk' patients and record with appropriate and accurate documentation in the patients history and care plan and implement patient specific risk minimisation strategies
- Recognise changes in patients' condition and take necessary action(s) and document the variation in the patients' history and care plan such as urgent medical review
- Accurately reflect the patients 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 patients and their significant others and demonstrates an understanding of the role of community providers
- Develop, implement and evaluate teaching plans for peers, graduate and student nurses, patients and their significant others that meet their learning needs and facilitates informed decision making
- Provide consistent and appropriate leadership and supervision to Graduate, Enrolled and Student nurses
- Share and teach evidence based nursing knowledge to and with unit/ward team members
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in nursing practice
- Work within and towards the Nursing and Midwifery strategic plan
- Perform other 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:

- Divisional Director
- Operations Manager
- Director of Nursing
- Nurse Unit Manager
- ANUM
- Other nursing staff
- Allied health
- Unit medical officers

External:

- Patients, families and others as required

Selection Criteria

- Successful completion of a Bachelor of Nursing qualification or equivalent
- Registration as a Registered Nurse in Australia
- Minimum of one year's full-time or equivalent experience as a Registered Nurse
- Possess excellent clinical skills
- Effective organisational skills, with respect to time management and delegation
- Well-developed written and verbal communication skills
- Effective interpersonal skills
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team

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- Demonstrated evidence of undertaking professional development activities to maintain and enhance nursing expertise
- A commitment to high quality, safe and person centred patient care

Additional Requirements

All employees are required to:

- 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), 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

General Information

- Redeployment to other services and 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: _____

Employee's Signature: _____ Date: _____

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