

## POSITION DESCRIPTION

<b>Position Title:</b>	Graduate Registered Nurse
<b>Business Unit/Department:</b>	People, Culture & Communication Organisational Learning & Education
<b>Division:</b>	Relevant Clinical Divisions
<b>Award/Agreement:</b>	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028
<b>Classification:</b>	RN Grade 2, Year 1 (YP2)
<b>Reports To:</b>	Graduate Nurse Program Coordinator Nurse Unit Manager or Nurse in Charge
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	7 May 2025

### Position Purpose

As a member of the health care team, the Graduate 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. The graduate nurse will participate in a program that provides an individualised learning pathway.
- 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.

The Registered Nurse 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.

### Business Unit Overview

The Education and Learning Centre is responsible for the recruitment, administration, education, training and support of participants of the Graduate Nurse programs at Western Health. The Graduate Nurse Program aims to support the transition from student to registered nurse. The program is bound by the Early Graduate Program Guidelines and is structured to ensure it meets the requirements of the Nursing and Midwifery Transition to Practice Guidelines.

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The relevant Clinical Division is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit Handbooks detailing unit structures, key staff, services provided and other specific unit information are provided to Graduate Nurses at the commencement of their rotation within each unit.

## Key Responsibilities



### Leadership

- 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
- Work within and towards the Nursing and Midwifery Workforce Plan



### Research

- 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



### Evidence Based Practice

- 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



### Education & Learning

- 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
- 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' patients and record with appropriate and accurate documentation in the patient's history and care plan and implement patient specific risk minimisation strategies

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- Recognise changes in patients' condition and take necessary action(s) and document the variation in the patients' history and care plan such as escalation to urgent medical review, with guidance. Report abnormalities to appropriate staff
- Accurately reflect the patient's 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 with assistance
- Effectively handover patient status, progress and requirements to colleagues and other Health Professionals as required
- Advocate for patients and families with assistance

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
- Associate Nurse Unit Managers
- Other nursing staff
- Allied health
- Unit medical officers

#### External:

- Consumers, families and others as required

### Selection Criteria

#### Essential:

- Successful completion of a Bachelor of Nursing qualification or equivalent
- Registration as a Registered Nurse in Australia
- Possess proficient 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
- 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

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- 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 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: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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