

Position Description

At REDHS, our vision is to be a trusted leader in our local rural health care. **Growing Together – Our People, Our Culture, Our Future.** reflects our commitment to achieving this by fostering a workplace where people feel valued, respected and connected.

As a trusted service provider, our actions shape our culture and influence the experience of those we serve. This Position Description outlines the responsibilities and expectations of the role and its contribution to our mission and strategic objectives. At REDHS, how we achieve outcomes is as important as the outcomes themselves. All employees are required to comply with the REDHS values and demonstrate them consistently in their daily work to support our people, strengthen our culture and positively impact our community.

Position Title	Registered Nurse (RN) Graduate Nurse
Position ID	
Department	Nursing
Award	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2024 – 2028
Classification	Dependant on qualification
Employment Type	Fixed Term – Part Time
Reports To	NUM
Direct Reports	Not applicable
Date Document Approved	May 2026
Approved by	Director Clinical Operations

Purpose of Position

The primary objective of this role is to provide an opportunity for a graduate nurse to make the transition from student to beginning practitioner.

A Registered Nurse demonstrates competence in the provision of nursing care as specified by the registering authority's licence to practice, education preparation, relevant legislation standard and codes and context of care. The RN is required to work as a productive member of an interdisciplinary team to provide person centered care. It is expected the RN will work within their scope of practice and demonstrate a comprehensive level of assessment, care planning, practice and evaluation in the provision of care to clients and their significant others.

The RN practises independently and interdependently assuming accountability and responsibility for their own actions and delegation of care to enrolled nurses and health care workers. Delegation takes into consideration the education and training of enrolled nurses and health care workers and the context of care.

Key Accountabilities & Performance Indicators (Focus on 6–8 high-impact areas)

Key Accountabilities (Strategic Focus)	Performance Indicators (Measures of Success)
Provision of person centred care	<ul style="list-style-type: none"> • Undertake comprehensive assessment on admission, at the beginning of each shift and at times of clinical change • Undertake care planning for clients is to be based around the client’s needs, goals, wishes and values and encompassing the physical, psychosocial, cultural and spiritual dimensions • Deliver a comprehensive level of care to a case load of clients in line with the care plan • Monitor, evaluate and review goals of care with the client • Practices appropriate and defensible documentation • Ensures relevant clinical information is communicated in a timely and confidential manner • Engage in discharge and transfer planning, ensuring the client and significant others are informed and ready

Critical thinking and analysis	<ul style="list-style-type: none"> • Expected to base practice on evidence and challenge tradition • Contribute to research, evaluations and quality activities • Will undertake a portfolio in the work area • Will precept/coach students and new staff in the delivery of person centred care • Engage in reflective practice
Collaborative and therapeutic practice	<ul style="list-style-type: none"> • Develops sound therapeutic partnerships with clients • Demonstrates a sound level of skill in communication • Is able to provide information to patients and significant others in line with their needs and capacity • Ensure that care is provided in a safe environment by assessing risk, planning interventions and promptly reporting risk/problems • Works positively and productively with staff from all areas of the health service • Keeps up to date and follows organisational policy, procedures and guidelines
Professional practice	<ul style="list-style-type: none"> • The RN will work within a legal and ethical framework • Take responsibility to ensure a comprehensive level practice knowledge in the area of clinical practice • Will work within own scope of practice • Works under direction from senior staff • Under national registration it is the responsibility of the RN to provide evidence of CPD and may be audited by AHPRA at any stage • The RN is to adhere to the Australian Nursing and Midwifery Council (ANMC) Code of Ethics for Nurses in Australia and the ANMC Code of Professional Conduct for Nurses in Australia
Actively demonstrates and embeds the REDHS values in all actions, decisions and interactions, contributing to a safe, respectful, inclusive and high-performing culture aligned to Growing Together: Our People. Our Culture. Our Future.	<ul style="list-style-type: none"> • Consistently demonstrates behaviours aligned to REDHS values in daily practice. • Treats consumers, colleagues and community members with respect, fairness and professionalism. • Takes personal accountability for actions, follows through on commitments and raises concerns appropriately. • Contributes positively to team culture and psychological safety. • Participates in engagement, learning and improvement activities that strengthen service quality and sustainability. • Uses organisational resources responsibly and supports environmentally and financially sustainable practices.

Key Relationships

Internal Relationships
<ul style="list-style-type: none"> • Associate Nurse Manager (ANUM) – Receive direction and clinical supervision; communicate resident observations, care needs and changes in condition. • Enrolled Nurses (EN) – Collaborate in the delivery of person-centred care and support implementation of care plans. • Health Care Workers (HCWs) / Care Staff – Work collaboratively to ensure consistent, safe and effective care for residents. • Allied Health Professionals (e.g. physiotherapists, occupational therapists, dietitians) – Support implementation of therapy and care recommendations.

<ul style="list-style-type: none"> • Clinical Care Coordinator / Nurse Unit Manager – Provide updates on resident care, participate in quality improvement and service delivery activities. • Lifestyle and Activities Staff – Support residents’ social, emotional and wellbeing needs. • Students and New Staff – Provide guidance and support in the delivery of person-centred care when required.
External Relationships (Community, Industry etc)
<ul style="list-style-type: none"> • Residents / Older Persons – Establish and maintain respectful, therapeutic relationships that support dignity, wellbeing and independence. • Families and Carers – Communicate relevant information and support engagement in care planning and decision-making. • General Practitioners and Visiting Medical Officers – Provide relevant clinical information as required through the supervising nurse. • External Allied Health Providers – Assist in implementing recommended care or therapy programs. • Community and Support Services – Coordinate care where residents’ access external health or support services.

Key Selection Criteria & Capabilities

Key Selection Criteria
Qualifications <ul style="list-style-type: none"> • Bachelor of Nursing or equivalent qualification
Essential Registrations <ul style="list-style-type: none"> • Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) via Australian Health Practitioner Regulation Agency (AHPRA). • Current National Police Check. • Current Working with Children Check. • Current Victorian Driver’s Licence.
Technical and Professional Capabilities <ul style="list-style-type: none"> • Demonstrated ability to undertake resident assessment, care planning, care delivery and evaluation. • Ability to deliver person-centred care that supports the dignity, independence and wellbeing of residents/older persons. • Competence in medication administration and adherence to clinical guidelines and organisational policies. • Demonstrated ability to maintain accurate, timely and defensible clinical documentation. • Understanding and application of evidence-based practice within clinical care. • Ability to participate in quality improvement activities, evaluations and service development initiatives. • Demonstrated ability to monitor, evaluate and report changes in residents’ conditions and escalate appropriately. • Knowledge of aged care practice standards, resident rights and advance care planning. Desirable: <ul style="list-style-type: none"> • Understanding of Aged Care, including Aged Care Funding (AN-ACC) and Aged Care Accreditation Standards
Personal & Leadership Capabilities <ul style="list-style-type: none"> • Demonstrated effective communication and interpersonal skills, including the ability to build respectful relationships with residents, families, carers and colleagues. • Ability to work both independently and collaboratively within a multidisciplinary team. • Demonstrated organisational and time management skills with the ability to prioritise workload effectively. • Ability to teach, coach and mentor staff or students in the delivery of person-centred care. • Demonstrates professionalism, integrity and respect in all interactions.

- Awareness of personal values and beliefs relating to healthcare, with the ability to respect diverse perspectives and cultural backgrounds.
- Demonstrated reflective practice and commitment to continuous learning.
- Ability to identify limitations in own knowledge and seek guidance or education when required.

Growing Together – Our People. Our Culture, Our Future.

REDHS Values and Behaviours	
Our culture is shaped by the values and behaviours we demonstrate every day, and our commitment extends beyond our organisation into the community we serve. Employees are required to comply with the REDHS Values, as the way we behave in the workplace and the manner in which we undertake our roles is just as important as how we perform the tasks associated with them. We expect all employees to embrace the REDHS Values and demonstrate them consistently in their daily work, contributing positively to our people, strengthening our culture, and supporting our community.	
R	Reliability We are trustworthy and consistent in everything we do, ensuring safe, high-quality care for our patients, residents, and the community at all times.
E	Engagement We work collaboratively with colleagues, patients, and our community to address challenges, create opportunities, and bring about positive change in rural health and wellbeing.
D	Diversity We respect and embrace the unique needs, experiences, and perspectives of every individual, ensuring culturally safe and inclusive care for all.
H	Hospitality We welcome and treat everyone with warmth, empathy, and generosity, creating a positive and compassionate experience for patients, families, colleagues, and visitors.
S	Sustainability We deliver care responsibly today while making decisions and using resources that safeguard the health, wellbeing, and future of generations to come.

Employment Obligations

Employment Principles
REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure: <ul style="list-style-type: none"> • Employment decisions are based on merit and employees are treated fairly and reasonably • Employees have a reasonable avenue of redress against unfair or unreasonable treatment • Equal employment opportunity is provided • Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006
Professional Conduct and Organisational Compliance
Employees of REDHS must perform the inherent requirements of their role to a professional standard and comply with all REDHS policies, procedures, Codes of Conduct, values and lawful directions, as well as applicable legislation, industrial instruments and accreditation standards. All staff must demonstrate the REDHS Values, maintain confidentiality, access information only as required for legitimate work purposes, participate in the Performance Review and Development program, complete mandatory training and engage in relevant professional development.
Personal Centred Care

All staff are required to support the REDHS “This is Me” philosophy by treating all individuals with dignity and respect, supporting informed decision-making and providing care and service that recognises individual needs and rights.

Work Health Safety & Risk

All employees must take reasonable care for their own health and safety and that of others, follow safe work practices, use personal protective equipment as required, report hazards, incidents and risks in accordance with REDHS systems, participate in emergency preparedness activities and contribute to organisational risk management and continuous quality improvement.

Clinical Practise Requirements (Clinical roles)

Employees in clinical roles must maintain current registration and/or licensing, practise within their approved scope, complete required competencies, deliver safe person-centred care aligned with NSQHS and professional standards, and participate in clinical risk management and multidisciplinary collaboration.

Employment Conditions

Appointment and ongoing employment are subject to satisfactory pre-employment checks including Police Records Check, Working with Children Check (where applicable), NDIS Worker Screening Check for identified risk-assessed roles, and staff immunisation clearance in accordance with REDHS policy, as well as disclosure of any pre-existing condition that may affect the inherent requirements of the role.

Additional Requirements

Position Review

- This Position Description may be reviewed and amended at any time, with approval from the relevant Director and in consultation with the employee.
- Appointment is subject to satisfactory Staff Immunisation clearance and required pre-employment checks, including a Police Records Check, Working With Children Check and, where applicable, an NDIS Worker Screening Check.
- This document outlines the general duties and responsibilities of the role and is not exhaustive.
- An initial performance review will occur within three months of commencement and annually thereafter. These discussions provide an opportunity to review responsibilities, clarify expectations and set objectives for the year ahead.

Acceptance of the Position

This Position Description:

- Is to be read in conjunction with the employee’s Contract of Employment, applicable Enterprise Agreement, and REDHS policies, procedures and Codes of Conduct.
- May be amended from time to time in consultation with the employee.
- Reflects the general duties and responsibilities of the role and is not intended to be exhaustive.

By signing below, the employee acknowledges that they have read, understood and agree to comply with the requirements and responsibilities outlined in this Position Description and associated employment documentation.

Name	
Date	
Signature	