

## 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.

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title</b>         | District Nurse (Registered Nurse)                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Position ID</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Department</b>             | Acute Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Award</b>                  | Nurses and Midwives (Victorian Public health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Classification</b>         | Dependant on qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Employment Type</b>        | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Reports To</b>             | Acute Services Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Direct Reports</b>         | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Date Document Approved</b> | September 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Approved by</b>            | Acute Services Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Purpose of Position</b>    | The Primary objective of this role is to provide evidence-based nursing care for clients in their homes in accordance with the care plan developed in conjunction with the client, their medical officer and other members of the health care team to enable clients to remain independent in their homes as long as possible. In addition, Registered Nurses will develop and maintain effective relationships with clients, their family/carers and members of the health care team. |

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

| Key Accountabilities (Strategic Focus)                                                                                                                             | Performance Indicators (Measures of Success)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clinical Care Delivery - Provide safe, comprehensive, evidence-based nursing care in the home that meets the individual needs of clients within scope of practice. | <ul style="list-style-type: none"> <li>Comprehensive nursing assessments are completed within required timeframes</li> <li>Individualised nursing care plans are developed, implemented, reviewed, and updated as the client's needs change</li> <li>Nursing interventions are delivered in accordance with evidence-based practice and organisational policies</li> <li>Client outcomes are regularly evaluated, and care plans modified as required</li> <li>High standards of client safety and quality care are consistently maintained</li> <li>Demonstrates sound clinical judgement and decision-making</li> </ul> |
| Documentation and Clinical Records - Maintain accurate, timely, and legally compliant clinical documentation.                                                      | <ul style="list-style-type: none"> <li>Client records are completed accurately and contemporaneously</li> <li>Clinical pathways and nursing care plans remain current and relevant</li> <li>Admission and discharge documentation is completed according to organisational requirements</li> <li>Documentation complies with professional, legal, and organisational standards</li> <li>Minimal documentation-related incidents or audit findings</li> </ul>                                                                                                                                                              |

|                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Patient Advocacy and Education - Promote client-centred care through advocacy, education, and support.                                  | <ul style="list-style-type: none"> <li>• Clients' rights, dignity, confidentiality, and privacy are maintained at all times</li> <li>• Clients and families are actively involved in care planning where appropriate</li> <li>• Education is provided according to assessed client and family needs</li> <li>• Clients demonstrate understanding of treatment plans and discharge instructions</li> <li>• Positive client and family feedback is received regarding communication and support</li> </ul>         |
| Teamwork and Communication - Contribute to a collaborative, respectful, and effective multidisciplinary team environment.               | <ul style="list-style-type: none"> <li>• Communicates effectively with clients, families, colleagues, and external providers</li> <li>• Participates constructively in team meetings, handovers, and multidisciplinary discussions</li> <li>• Maintains professional and respectful relationships with all stakeholders</li> <li>• Supports coordinated care planning and decision-making</li> <li>• Demonstrates flexibility and willingness to assist colleagues during periods of increased demand</li> </ul> |
| Leadership, Supervision and Support - Support the development of staff and contribute to effective clinical leadership                  | <ul style="list-style-type: none"> <li>• Provides appropriate supervision and support to students, graduates, enrolled nurses, and new staff</li> <li>• Contributes positively to orientation and competency development programs</li> <li>• Provides constructive feedback and role modelling of professional behaviour</li> <li>• Demonstrates leadership capability appropriate to role and experience</li> </ul>                                                                                             |
| Compliance and Professional Practice - Practice in accordance with professional standards, legislation, and organisational requirements | <ul style="list-style-type: none"> <li>• Maintains current registration and mandatory education requirements</li> <li>• Adheres to organisational policies, procedures, and clinical practice guidelines</li> <li>• Demonstrates compliance with relevant legislation and regulatory requirements</li> <li>• Practices within professional scope and seeks guidance when required</li> <li>• Maintains professional conduct consistent with NMBA standards and organisational values</li> </ul>                  |
| Quality Improvement and Risk Management - Contribute to continuous quality improvement and risk management activities.                  | <ul style="list-style-type: none"> <li>• Incidents, hazards, and near misses are reported promptly through VHIMS</li> <li>• Participates in quality improvement initiatives and audits</li> <li>• Identifies opportunities to improve client care and service delivery</li> <li>• Demonstrates understanding of risk management principles</li> <li>• Supports implementation of quality and safety recommendations</li> </ul>                                                                                   |
| Work Health and Safety - Promote a safe working environment for patients, visitors, and staff                                           | <ul style="list-style-type: none"> <li>• Complies with Workplace Health and Safety requirements.</li> <li>• Reports hazards and risks promptly</li> <li>• Demonstrates safe manual handling and infection prevention practices</li> <li>• Contributes to maintaining a safe clinical environment</li> </ul>                                                                                                                                                                                                      |
| Professional Development - Maintain and enhance professional knowledge, skills, and competence.                                         | <ul style="list-style-type: none"> <li>• Completes all mandatory training and competencies within required timeframes</li> <li>• Participates in professional development activities annually</li> <li>• Demonstrates application of new knowledge and skills in practice</li> <li>• Actively seeks feedback and opportunities for growth</li> </ul>                                                                                                                                                             |

|                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Maintains a documented professional development portfolio</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Portfolio and Service Contribution<br>- Contribute to operational and strategic objectives through portfolio responsibilities and service support.                                                                                               | <ul style="list-style-type: none"> <li>• Actively manages allocated portfolio responsibilities as required</li> <li>• Contributes to service improvement initiatives and projects</li> <li>• Demonstrates initiative in identifying and implementing improvements</li> <li>• Meets agreed portfolio objectives and reporting requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |
| 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 <b>Growing Together: Our People. Our Culture. Our Future.</b> | <ul style="list-style-type: none"> <li>• Consistently demonstrates behaviours aligned to REDHS values in daily practice.</li> <li>• Treats consumers, colleagues and community members with respect, fairness and professionalism.</li> <li>• Takes personal accountability for actions, follows through on commitments and raises concerns appropriately.</li> <li>• Contributes positively to team culture and psychological safety.</li> <li>• Participates in engagement, learning and improvement activities that strengthen service quality and sustainability.</li> <li>• Uses organisational resources responsibly and supports environmentally and financially sustainable practices.</li> </ul> |

### Key Relationships

| Internal Relationships                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Clients</li> <li>• Acute Services Manager</li> <li>• After Hours Nurse Manager (AHNM)</li> <li>• Registered Nurses</li> <li>• Enrolled Nurses</li> <li>• Graduate Nurses</li> <li>• Nursing Students</li> <li>• Medical Officers / Visiting Medical Officers</li> <li>• Allied Health Professionals (Physiotherapists, Occupational Therapists, Social Workers, Dietitians, etc.)</li> <li>• Home Care Workers</li> <li>• Care Partners</li> <li>• Ward Clerks / Administrative Staff</li> <li>• Infection Prevention and Control Team</li> <li>• Quality and Risk Management Staff</li> <li>• Executive and Clinical Leadership Team</li> <li>• Support Services Staff (Cleaning, Catering, Maintenance, Patient Services)</li> </ul> |
| External Relationships (Community, Industry etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Clients' Families, Carers, and Significant Others</li> <li>• General Practitioners (GPs)</li> <li>• Ambulance Services</li> <li>• Other community Nursing Services</li> <li>• Community Health Services</li> <li>• Specialist Medical Services and Referral Hospitals</li> <li>• Mental Health Services</li> <li>• NDIS Providers and Support Coordinators</li> <li>• Palliative Care Services</li> <li>• Government and Regulatory Bodies (e.g., AHPRA, Department of Health)</li> <li>• Educational Institutions and Clinical Placement Providers</li> <li>• External Service Providers and Contractors</li> <li>• Patient Transport Services</li> </ul>                                                                             |

## Key Selection Criteria & Capabilities

| Key Selection Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>Current National Registration as a Registered Nurse</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Essential Registrations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>Contemporary generalist nursing knowledge and experience</li> <li>Current National Police Check and Working with Children Check</li> <li>Current NDIS Worker Screening Check</li> <li>Current Influenza vaccination</li> <li>Current Drivers Licence</li> </ul>                                                                                                                                                                                                                                                   |
| <b>Technical and Professional Capabilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>Two years post-graduate clinical experience</li> <li>Experience in providing general nursing care in a home and/or community setting</li> <li>Relevant post graduate training or education in the form of clinical or theoretical nursing or willingness to undertake.</li> </ul>                                                                                                                                                                                                                                 |
| <b>Personal &amp; Leadership Capabilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>Experience in providing general nursing care in a home and/or community setting</li> <li>Demonstrated advanced assessment, care planning, care delivery and evaluation skills</li> <li>Demonstrated understanding of the concept of person centred care and advanced care planning</li> <li>Demonstrated commitment to collaborative practice and productive working relationships</li> <li>Demonstrated ability to reflect on own practice</li> <li>Evidence of ongoing Clinical Practice Development</li> </ul> |

## 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. |                                                                                                                                                                                                       |
| <b>R</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Reliability</b><br>We are trustworthy and consistent in everything we do, ensuring safe, high-quality care for our patients, residents, and the community at all times.                            |
| <b>E</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Engagement</b><br>We work collaboratively with colleagues, patients, and our community to address challenges, create opportunities, and bring about positive change in rural health and wellbeing. |
| <b>D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Diversity</b><br>We respect and embrace the unique needs, experiences, and perspectives of every individual, ensuring culturally safe and inclusive care for all.                                  |
| <b>H</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Hospitality</b><br>We welcome and treat everyone with warmth, empathy, and generosity, creating a positive and compassionate experience for patients, families, colleagues, and visitors.          |
| <b>S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Sustainability</b><br>We deliver care responsibly today while making decisions and using resources that safeguard the health, wellbeing, and future of generations to come.                        |

## Employment Obligations

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employment Principles</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:</p> <ul style="list-style-type: none"><li>• Employment decisions are based on merit and employees are treated fairly and reasonably</li><li>• Employees have a reasonable avenue of redress against unfair or unreasonable treatment</li><li>• Equal employment opportunity is provided</li><li>• Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006</li></ul>                                                 |
| <b>Professional Conduct and Organisational Compliance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>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.</p> |
| <b>Personal Centred Care</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>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.</p>                                                                                                                                                                                                                                                                                                                                      |
| <b>Work Health Safety &amp; Risk</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>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.</p>                                                                                                                                                                                             |
| <b>Clinical Practise Requirements (Clinical roles)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>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.</p>                                                                                                                                                                                                                                                        |
| <b>Employment Conditions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>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.</p>                                                                                                                                                              |

## Additional Requirements

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"><li>• This Position Description may be reviewed and amended at any time, with approval from the relevant Director and in consultation with the employee.</li><li>• 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.</li><li>• This document outlines the general duties and responsibilities of the role and is not exhaustive.</li><li>• 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.</li></ul> |
| <b>Acceptance of the Position</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>This Position Description:</p> <ul style="list-style-type: none"><li>• Is to be read in conjunction with the employee’s Contract of Employment, applicable Enterprise Agreement, and REDHS policies, procedures and Codes of Conduct.</li><li>• May be amended from time to time in consultation with the employee.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

- 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.

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Date</b>      |  |
| <b>Signature</b> |  |