



OUR VISION: TO BE A TRUSTED LEADER IN OUR LOCAL RURAL HEALTH CARE

OUR PURPOSE: WORKING TOGETHER WITH OUR COMMUNITIES FOR BETTER HEALTH & WELLBEING

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	Practice Nurse
Position ID	
Department	Rochester Primary Care Centre (RPCC)
Award	Nurses and Midwives (Victorian Public health Sector) Single Interest Employer Agreement 2024-2028
Classification	Dependent on Qualifications
Employment Type	Part Time
Reports To	RPCC Team Leader
Direct Reports	NA
Date Document Approved	27 May 2026
Approved by	Director of Clinical Operations
Purpose of Position	The Rochester Primary Care Centre (RPCC) is part of a larger project aimed at working in partnership with other public health service providers to improve the sustainability of primary healthcare across the Loddon Mallee region. The primary objective of this position to work effectively with the General Practitioner to prioritise primary care demand whilst providing high quality care to all clients.

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

Key Accountabilities (Strategic Focus)	Performance Indicators (Measures of Success)
Clinical Care Delivery	Provide comprehensive nursing care including chronic disease management, health assessments, wound care, and immunisations. Deliver evidence-based clinical interventions that minimise patient discomfort and promote positive outcomes. Plan, coordinate, and implement nurse-led clinics, including immunisation services and follow-up care
Care Planning & Evaluation	Develop, implement, and regularly review individualised care plans. Monitor client progress and evaluate health outcomes against established goals. Contribute to management programs such as diabetes care, asthma management, smoking cessation, and preventative screening
Care Coordination & Collaboration	Collaborate effectively with general practitioners, allied health professionals, and other healthcare providers. Facilitate referrals and ensure appropriate liaison with hospitals and community services. Support integrated care delivery and continuity of care for clients.

Health Promotion & Patient Education	Participate in the development and delivery of health promotion initiatives. Apply health literacy principles to ensure information is accessible and culturally appropriate. Educate clients, families, and carers, adapting communication to individual understanding and language needs
Documentation, Compliance & Reporting	Maintain accurate, timely, and confidential clinical documentation in line with legal and organisational requirements. Collect and manage data, ensuring accurate reporting through designated systems. Comply with all relevant legislation, professional standards, and organisational policies
Quality Improvement & Professional Practice	Contribute to continuous quality improvement initiatives and service innovation, including digital health solutions. Participate in ongoing professional development and maintain clinical competencies. Demonstrate flexibility in work practices to meet organisational priorities and service demands
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.	- 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
General Practitioners (GP's) - Work closely with GPs to support clinical decision-making, implement care plans, provide patient updates, and ensure coordinated and continuous care. Team Leader - Collaborate on operational, clinical governance, and service delivery matters, including workflow coordination, policy implementation, and quality improvement activities. Nursing and Clinical staff - Partner with other nurses and clinical team members to share knowledge, support workload distribution, maintain continuity of care, and uphold clinical standards. Allied Health Professionals - Coordinate multidisciplinary care by contributing to shared treatment plans, ensuring holistic management of patients' physical, mental, and social health needs. Administrative and Reception Staff - Liaise to support efficient practice operations, including appointment coordination, patient flow, and accurate data entry and communication with clients. Quality and Education - Engage with staff responsible for accreditation, audit, and compliance to ensure clinical practices meet regulatory standards and contribute to continuous improvement.
External Relationships (Community, Industry etc)
Patients / Clients and their families or carers - Build trusting relationships to support engagement in care, provide education, and ensure care is responsive to individual needs, preferences, and cultural considerations. Hospitals and Specialist Services - Coordinate admissions, discharges, and follow-up care, ensuring timely transfer of information and continuity of treatment across care settings.

Community Health and Support Services - Connect patients with local services (e.g. community nursing, social support, mental health services) to address broader health and wellbeing needs.

Public Health Agencies and Immunisation Register - Ensure accurate reporting and compliance with public health requirements, including immunisation data entry, surveillance, and participation in public health programs.

External Care providers (NDIS providers, aged care services) - Collaborate to support shared clients, ensuring care plans are aligned and services are delivered in a coordinated and person-centred manner.

Pathology - Arrange and follow up on tests, ensure timely communication of results, and support clinical decision-making through accurate and efficient diagnostics.

Professional and Regulatory Bodies (AHPRA) - Maintain professional registration and standards, comply with regulatory requirements, and engage with professional guidelines and ongoing development expectations.

Key Selection Criteria & Capabilities

Key Selection Criteria
Qualifications • Current Registered Nurse (AHPRA registration) • Demonstrated experience in Primary Health Care, General Practice, or Community Nursing • Current CPR / Basic Life Support Certificate • Immunisation Accreditation (Or willingness to obtain) • Knowledge and skills in chronic disease management, wound care and preventive health
Essential Registrations • Current National Police Check • Compliance with mandatory vaccination requirements • Current Working with Children Check • Current Drivers Licence
Technical and Professional Capabilities • Experience in primary care nursing care including demonstrated advanced assessment, care planning and evaluation skills • Demonstrated understanding of the concept of person-centred care • Demonstrated commitment to collaborative practice and productive working relationships • Demonstrated ability to reflect on own practice
Personal & Leadership Capabilities • Demonstrates empathy, respect, and responsiveness to individual patient needs, ensuring care is inclusive, culturally appropriate, and aligned with patient preferences • Maintains high ethical standards, confidentiality, and accountability in all aspects of practice • Effectively prioritises workload, manages competing demands, and meets clinical and administrative deadlines • Actively contributes to a collaborative team environment, supporting colleagues and fostering respectful working relationships • Identifies opportunities for service improvement, contributes to quality initiatives, and supports innovation, including digital health solutions

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: • 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	