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	Enrolled Nurse – Transition to Practice
Position ID	
Department	Yalukang Aged Care with Supernumerary rotations available in Acute, DNS, GP Practice and Community Care
Award	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024 – 2028
Classification	EN Level 2 (Dependent upon qualifications)
Employment Type	Fixed Term, Part Time
Reports To	Residential Care Manager/Acute Services Manager
Direct Reports	Nil
Date Document Approved	April 2026
Approved by	Residential Care Manager/Acute Services Manager
Purpose of Position	
Under the supervision of a Registered Nurse, deliver high-quality, person-centred care that supports the dignity, wellbeing and independence of patients/residents while upholding the care values and service standards.	

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

Key Accountabilities (Strategic Focus)	Performance Indicators (Measures of Success)
Person-Centred Care Delivery	• Provides safe, respectful and person-centred care to patients/residents under the direction of the Registered Nurse. • Assists in the assessment of patients/residents and contributes observations regarding their physical, emotional and psychosocial needs. • Delivers care in accordance with individual care plans, supporting dignity, independence and wellbeing.
Care Planning, Monitoring and Documentation	• Implements care interventions as outlined in care plans. • Monitors patient/resident health and wellbeing and promptly reports changes to the Registered Nurse. • Maintains accurate, timely and defensible clinical documentation in accordance with organisational policies and regulatory requirements.
Medication and Clinical Support	• Administers medications in accordance with organisational guidelines, policies and scope of practice. • Observes and reports medication effects or adverse reactions. • Communicates relevant clinical information clearly and confidentially to the Registered Nurse and care team.
Collaboration and Communication	• Establishes positive therapeutic relationships with patients, residents, families and carers. • Demonstrates effective communication and ensures patients/residents and families receive appropriate

	information to support understanding and participation in care. • Works collaboratively with the multidisciplinary team to support coordinated care delivery.
Professional Practice, Quality and Development	• Works within scope of practice and under the direction and supervision of the Registered Nurse. • Participates in quality improvement activities, evaluations and service development initiatives. • Supports teaching, mentoring and coaching of staff and students where appropriate. • Maintains knowledge of organisational policies, procedures and evidence-based practice and engages in reflective practice and professional development.
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
• **Registered Nurses (RN) –** Receive direction and clinical supervision; communicate patient/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. • **Personal Care Workers (PCWs) / Care Staff –** Work collaboratively to ensure consistent, safe and effective care for patients/residents. • **Allied Health Professionals (e.g. physiotherapists, occupational therapists, dietitians) –** Support implementation of therapy and care recommendations. • **Clinical Care Coordinator / Nurse Unit Managers –** Provide updates on patient/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)
• **Patients/Residents –** 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 patients/residents' access external health or support services.

Key Selection Criteria & Capabilities

Key Selection Criteria
Qualifications
Essential • Diploma of Nursing or equivalent qualification • Qualification in the administration of medicines, with a medication administration scope including the Seven/Ten Rights of Medication Administration (as applicable) • Demonstrated commitment to ongoing professional development and maintenance of Continuing Professional Development (CPD) in accordance with professional standards
Essential Registrations
• Current registration as an Enrolled 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
• Demonstrated ability to undertake patient/resident assessment, care planning, care delivery and evaluation • Ability to deliver person-centred care that supports the dignity, independence and wellbeing of patients/residents • 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 patient/residents' conditions and escalate appropriately • Knowledge of aged care practice standards, patient/resident rights and advance care planning
Personal & Leadership Capabilities
• Demonstrated effective communication and interpersonal skills, including the ability to build respectful relationships with patient/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:

- 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	