

## Position Description

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<b>Position:</b>	Registered Nurse
<b>Department:</b>	Nursing
<b>Location:</b>	Omeo, Victoria (on-site)
<b>Classification:</b>	Registered Nurse
<b>Reports to:</b>	Nurse Unit Manager
<b>Enterprise Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028

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### The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a broad range of health and support services to our local communities. These include urgent care, acute care, transition care, residential aged care, primary care, home-based care, and community-based/district nursing.

Located in the East Gippsland High Country, ODH serves the Omeo and District region as the gateway to Victoria's spectacular Alpine region. The area is surrounded by national parks, mountains, rivers, and lakes, offering year-round outdoor recreation. Omeo is home to the newly opened Omeo Mountain Bike Park and is situated just 55 kilometres from Hotham Alpine Resort.

Consistent with our purpose, we aim to promote and enhance the health and wellbeing of the people of the East Gippsland High Country.

We do so by:

- Reaching out to our local rural community in the planning and delivering of our services.
- Building a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence.
- Developing sustainable health care service models and ensuring that we comply with our legislative, ethical and statutory obligations and,
- Investing in strategic partnerships and alliances that help achieve better service outcomes.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

- C Compassion
- A Accountability
- R Respect
- E Excellence

Our people are at the heart of our organisation—regardless of role. Every day, they make a meaningful difference in the lives of our consumers and their families, reflecting our deep commitment to care and community.

Omeo District Health believes that diversity, equity, and inclusion (DEI) are essential to building a thriving workplace and a stronger, more connected community. We are committed to fostering a culture where everyone—regardless of background, identity, or experience—is valued, respected, and empowered to contribute their best.

## Department

The Nursing department of ODH has a critical role in providing quality and safe care to a range of consumers receiving acute, urgent, aged care, primary care as well as community-based services. It contributes to clinical governance systems, upholding peoples' rights to dignity, respect and autonomy and making care decisions consistent with consumer's choice, values and goals.

## Position Summary

The Registered Nurse provides safe, competent, and evidence-based nursing care across a range of clinical settings. The role requires delivering person-centred care in partnership with consumers, carers, and the wider health care team. The Registered Nurse demonstrates ODH values in every interaction and maintains accountability for care planning, delivery, and evaluation.

## Key Responsibilities and Duties

### Nursing care delivery

- Monitor health status and undertake regular assessments (nursing specific and holistic)
- Develop, implement comprehensive nursing care plans and monitor health outcomes
- Provide clinical interventions and other nursing procedures (e.g., wound management, etc)
- Provide personal care for service users with unstable health and/or complex needs
- Deliver health education, advice, and resources to consumers and carers
- Support carers and the care relationship
- Undertake clinical nursing assessment and education for other areas within Omeo District Health
- Supervise, mentor, and support nursing students, graduates, and less experienced staff

### Care Coordination

- Coordinate care requirements within a holistic framework with other health care professionals and community support services to ensure optimal patient / resident care. This includes collaboration with internal services including: Omeo Medical Centre, Practice Nurse, Home Care services and acute care staff
- Where relevant, look to combine other services so that care is delivered as an integrated package of services to optimise the individual's health and independence

### Administration

- Complete all documentation and communication relevant to acute and aged care service delivery – including referrals and follow up to same.
- Complete accurate, comprehensive, and timely clinical documentation across all relevant systems (including Manad, Sunrise EMR, and other applicable platforms and processes) to ensure safe, effective, and accountable patient and resident care delivery.
- Organise daily activity schedule to incorporate resident / patient care, indirect care tasks and administrative responsibilities
- Support the Nurse Unit Manager in meeting unit budget and resource requirements.
- Where necessary, the RN will be required to function as the Nurse in Charge of the floor.
- Ensure compliance with information privacy principles and safe handling of consumer information.

### Team Contribution

- Demonstrate commitment to co-operation and a team approach, while exhibiting a positive, strong personal contribution to maximising the performance outcomes of the relevant program / area and ODH as an organisation.

- Act as a mentor and role model for students, graduate nurses, Enrolled Nurses and less experienced staff.
- Attend relevant department meetings and training sessions as required.
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### Legislation, Regulations and Standards

- Comply with the requirements and compliance responsibilities of relevant legislation, regulations and standards where they directly impact on the service activity and delivery of care.
- Ensures that work practices are carried out in accordance with Occupational Health & Safety policies of the organisation.
- Promotes a safe working environment by identifying and reporting hazards.

### Infection Prevention and Control

- All employees must have knowledge of and adhere to Omeo District Health's Infection Prevention and Control policies and procedures located on Prompt. Employees will assess the risk of any potential infectious incident and utilise the appropriate action as outlined in ODH policies.
- Infection Prevention and Control is the responsibility of all health care workers and is an essential part of quality health care. Hand Hygiene is the single most important factor in reducing the risk of spreading infection.

### Quality and Safety

- Demonstrate a commitment to the delivery of safe and high-quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all activities are in accordance with the relevant standards as applicable to the employee's work area, including but not limited to: Strengthened Aged Care Quality Standards, NSQHS Standards, and NDIS Standards.
- Actively participate in the Omeo District Health quality improvement, activities related to accreditation standards, compliance audits, incident reviews, and risk management, as appropriate to employee's role.
- Be confidently able to complete an incident report and submit a quality activity in RiskMan.
- Be able to identify risks and follow the Omeo District Health Risk Management Policy and procedure.
- Have, or participate in, processes to monitor and evaluate the performance of the services provided by the work area.

### Professional Development

- Participate in annual performance review and development program.
- Maintain knowledge required for the performance of the position.
- Complete all mandatory training and maintain compliance at all times with Omeo District Health's Mandatory Training Policy and Procedure..

### Health Literacy

- ODH is committed to the principles of Health Literacy and requires staff to adopt a range of health literacy strategies into their work practices.

### Occupational Health and Safety

- Promotes a safe working environment by identifying and reporting hazards.
- Ensure work practices are implemented in accordance with ODH's Occupational Health & Safety policies.

## Privacy, Dignity & Confidentiality

- Recognise and respect consumer right to privacy, dignity and confidentiality.
- Demonstrate a commitment to and understanding of the Information Privacy Principles concerned with empowering individuals to manage, as far as practicable, the collection, use and dissemination of personal information about themselves.

## Workplace Culture

- Establish positive and productive working relationships within the organisation and externally
- Model and incorporate ODH values and behaviours outlined in ODH's code of conduct into all aspects of work practice and communications.
- Encourage a positive workplace culture, fostering respect, collaboration, and non-discriminatory practices.

## Commitment to the Organisation's Values

ODH has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

## Key Selection Criteria

Omeo District Health is an equal opportunity employer. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

## Technical Skills

- Demonstrated competency in a range of nursing fields, including acute and aged care
- Understanding of contemporary theory and practice and issues affecting nursing practice in a rural setting
- Ability to assess consumer needs and implement comprehensive care plans
- Experience in providing care services to frail aged or disabled people.

## Communication

- Highly developed oral and written communication and conflict resolution skills
- Ability to enhance the front-line customer service and ODH profile in the community.
- Demonstrated ability to work with confidential and sensitive information

## Teamwork

- Demonstrated commitment and ability to work as a member of the health care team.
- Demonstrated experience and the ability to work efficiently with a wide range of individuals to provide executive support and promote efficient and effective service provision.
- Ability to work in a multidisciplinary team in an organisational environment of rapid change.
- Ability to work flexibly and with minimal supervision

## Continuous Improvement

- Demonstrated knowledge and commitment to Quality Improvement
- Demonstrated commitment to ongoing education of self and colleagues
- Ability to enhance the front-line customer service and ODH profile in the community.

## Desirable Qualifications & Experience

- Minimum of 5 years' clinical nursing experience, ideally across acute, urgent care, aged care, and/or rural/remote nursing

## Employment Conditions and Compliance Requirements

This position is conditional upon and subject to:

- Valid Australian work rights.
- Current Working with Children check, Police check and NDIS screening.
- Current and up to date registration with Australian Health Practitioners Regulations (AHPRA) as a Registered Nurse Division 1. If the incumbent no longer holds registration, they must notify the business immediately.
- In accordance with Victorian Health Department requirements for public sector health employees, all staff must receive an annual influenza vaccination as a condition of employment. Compliance with this requirement is mandatory to ensure the safety and well-being of residents, clients, and staff.
- The incumbent must provide documented evidence of immunity or serology in accordance with the organisation's Infection Prevention and Control policies and applicable health guidelines at the time of engagement. This includes, but is not limited to, evidence of Hepatitis B, Measles, Mumps, Rubella, Varicella, and annual influenza vaccination. Employees are required to maintain up-to-date serological screening and immunisation status throughout their employment. A serology review and/or update of immunisation records may be required at least every three years, or earlier as directed based on public health advice or workplace risk assessments.
- Annual completion of mandatory training requirements.
- There being no limitations on ability to perform all duties including but not limited to physical or psychological limitations.
- Warranting that incumbent has provided accurate information in relation to your qualifications, professional training, registration, and currency of relevant licenses required to perform the position.
- Hold a valid driver's licence. If the incumbent no longer holds a valid driver's licence, they must notify the business immediately if you are charged with a driving offence or if your licence is suspended and or terminated.
- Satisfactory work performance.
- Any other matters that may affect the operational requirements or the needs of the Employer.

### Job Analysis: Identification and Physical and Psychosocial Hazards

While the Registered Nurse role is primarily focused on the delivery of clinical and person-centred care, it involves a range of physical and psychosocial hazards that must be recognised and managed to maintain workforce safety and wellbeing.

#### Physical Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
<b>Manual Handling</b>	Assisting patients/residents with mobility; repositioning; transferring using hoists/slides; moving equipment; handling supplies.	Musculoskeletal injuries, back/shoulder strain, slips or falls.	Mandatory manual handling training; mechanical lifting aids; safe work practices; team lifting protocols.

Hazard Type	Examples in Role	Potential Risks	Control Measures
<b>Prolonged Standing &amp; Repetitive Tasks</b>	Long shifts on feet; medication administration; wound dressing; vital sign monitoring.	Fatigue, lower limb discomfort, repetitive strain injury.	Task rotation; appropriate footwear; scheduled rest breaks.
<b>Infection Exposure</b>	Direct patient/resident care; handling of clinical waste; exposure to blood/body fluids; respiratory illnesses.	Transmission of infectious disease; illness; cross-contamination.	Compliance with infection prevention and control (IPC) procedures; vaccination policies; PPE; hand hygiene protocols.
<b>Sharps &amp; Medications</b>	Injections, cannulation, disposal of sharps; medication preparation / administration.	Needle-stick injuries; exposure to hazardous drugs; medication errors.	Safety-engineered devices; sharps disposal protocols; medication safety policies; double-check systems.
<b>Workplace Ergonomics</b>	Documentation in EMRs (Sunrise, Best Practice, Manad); computer/data entry; mobile devices.	Eye strain, poor posture, neck/back pain.	Ergonomic workstation assessments; adjustable chairs; screen breaks.
<b>Slips, Trips &amp; Falls</b>	Wet floors; cluttered areas; rapid response in urgent care settings.	Fractures, sprains, contusions.	Environmental cleaning protocols; hazard reporting; appropriate footwear.
<b>Violence &amp; Aggression</b>	Patient/resident behaviours (e.g. delirium, dementia, substance use); distressed family members.	Physical harm, psychological trauma.	Aggression minimisation training; duress alarms; security/call procedures; de-escalation strategies.
<b>Fatigue</b>	Shift work; night duty; on-call requirements.	Reduced concentration, increased error risk, workplace accidents.	Fatigue management policy; roster planning; staff support.

#### Psychosocial Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
<b>Workload &amp; Job Demands</b>	High acuity presentations; staffing shortages; multiple competing tasks; time pressures.	Stress, burnout, decision fatigue.	Safe staffing models; workload monitoring; clinical support from senior staff.
<b>Job Control &amp; Autonomy</b>	Balancing clinical judgment with policy/protocols; responding to unexpected emergencies.	Role strain, frustration.	Clear escalation pathways; clinical leadership support; empowerment in decision-making.



Hazard Type	Examples in Role	Potential Risks	Control Measures
<b>Role Clarity &amp; Expectations</b>	Navigating acute, urgent care, aged care, and community settings.	Stress, inefficiency, errors.	Clear position descriptions; orientation; regular supervision.
<b>Workplace Relationships</b>	Multidisciplinary teamwork; managing distressed patients/families; conflict with colleagues.	Conflict, emotional exhaustion.	Team debriefs; conflict resolution training; supportive leadership culture.
<b>Exposure to Distressing Situations</b>	End-of-life care; trauma and injury; patient/resident decline; exposure to abuse/neglect cases.	Emotional toll, compassion fatigue.	Employee Assistance Program (EAP); debriefing sessions; clinical supervision.
<b>Job Security &amp; Organisational Change</b>	Health service reform; funding pressures; workforce changes.	Anxiety, disengagement.	Transparent communication; HR support; change management strategies.
<b>Public &amp; Community Expectations</b>	Small rural community; high visibility of staff roles; community scrutiny.	Stress, reputational concerns.	Media/social media policy; community engagement training; peer support.
<b>Fatigue Management</b>	Extended shifts; night duty; unpredictable workloads in urgent care.	Burnout, reduced performance.	Roster management; adequate rest breaks; leave planning.
<b>On-Call Requirements</b>	Responding to urgent/emergency call-outs.	Excessive hours, fatigue, safety risks.	Shared on-call rostering; compensatory rest; flexible scheduling.

### Performance Evaluation and Review

Performance will be measured against agreed KPIs six months after commencement of employment, then a minimum of annually thereafter.

I, .....

Agree to undertake the duties as specified in the position description and accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's policies and procedures.

Signature: \_\_\_\_\_

Date: ...../...../.....