

## Position Description

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<b>Position:</b>	Graduate Registered Nurse
<b>Department:</b>	Nursing
<b>Location:</b>	Omeo, Victoria (on-site)
<b>Classification:</b>	Registered Nurse
<b>Reports to:</b>	Clinical Nurse Educator and 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 wide range of health and support services to the local communities including Urgent care, Acute, Transitional, Residential Aged, Primary care and Home-based care.

ODH is located in East Gippsland High Country (Omeo & District) - a gateway to the spectacular Alpine region of Victoria, a lifestyle destination with plenty of opportunities for many outdoor pursuits. Consistent with its purpose, ODH aims 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:

<b>C</b>	Compassion
<b>A</b>	Accountability
<b>R</b>	Respect
<b>E</b>	Excellence

Our people are at the heart of our organisation. Every day our people make a difference to the lives of our consumers and their families, demonstrating our commitment and care for our community and staff.

We are committed to building a team with a variety of backgrounds, skills, and views. The more inclusive we are, the better our work will be. Creating a culture of Equality is our commitment to our staff, volunteers, and our community.

### 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 Graduate Nurse role provides newly qualified Registered Nurses with a structured, supportive transition into professional nursing practice within a rural health setting. Under supervision, the Graduate Nurse delivers safe, evidence-based, and person-centred care across multiple clinical areas, while developing clinical competence, professional confidence, and accountability in accordance with regulatory and organisational standards.

## **Key Responsibilities and Duties**

### **Nursing care delivery**

- Deliver nursing care under the supervision of experienced Registered Nurses
- Undertake comprehensive nursing assessments and contribute to care planning
- Implement nursing interventions and evaluate patient outcomes
- Administer medications in accordance with legislation, policy and scope of practice
- Provide care across acute, urgent care, residential aged care and transitional care settings
- Recognise and escalate clinical deterioration in accordance with escalation frameworks
- Provide personal care to patients and residents with complex or unstable health needs

#### Care coordination

- Contribute to coordinated, holistic care in collaboration with multidisciplinary team members
- Support continuity of care through effective communication and documentation
- Engage with patients, families and carers to support shared decision-making

### **Administration**

- Complete accurate, timely and legally compliant clinical documentation
- Assist with organising daily workloads under supervision
- Demonstrate awareness of resource and service constraints

### **Team Contribution**

- Demonstrate commitment to teamwork and positive workplace relationships
- Participate as an effective member of the multidisciplinary team
- Seek guidance and support appropriately to ensure safe practice

### **Legislation, Regulations and Standards**

- Practice in accordance with relevant legislation, regulations and professional standards
- Comply with Occupational Health and Safety policies and procedures
- Identify and report hazards and risks

## **Infection Control**

- All employees must have knowledge of Infection Control policies, 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 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:
- Actively participate in the Omeo District Health quality improvement program and accreditation processes against the above standards, as appropriate to employee 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**

- Participates in quarterly performance review and development program.
- Attend training and education days as per Graduate Program
- Attend ODH Mandatory Education Training annually.

## **Health Literacy**

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

## **General responsibilities:**

- Participate in quality assurance and related programs, including keeping records and undertake relevant audits
- Attend relevant department meetings and training session

## **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 supported by respectful and non-discriminatory practices

### **Professional Development**

- Maintain knowledge required for the performance of the position.
- Complete ODH Mandatory Education Training annually.

### **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**

- Understanding of contemporary theory and practice and issues affecting nursing practice in a rural setting
- Able to assess client need and assist with development of comprehensive care plans to support client needs

### **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

### **Team work**

- 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 flexibility and with minimal supervision
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### **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.

### **Essential**

- Currently registered with the AHPRA as a Registered Nurse Division 1
- Valid Victorian Driver licence and National Police check
- Disability Worker Exclusion Check
- Working with Children's Check
- Mandatory vaccinations

### **Desirable**

- Interest in rural nursing practice
- Clinical placement experience in acute, aged care or rural health settings
- Basic Life Support certification or willingness to obtain