

Position Description

Registered Nurse – Endoscopy

Classification:	YP2-YP9
Business unit/department:	Endoscopy
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Employment type:	Full- time and part- time positions available
Hours per week:	Up to 38
Reports to:	Endoscopy Nurse Unit Manager
Direct reports:	0
Financial management:	Budget: NA
Date:	September 2026

Austin Health acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Registered Nurse – Endoscopy plays a key role in the delivery of high-quality, safe, and person-centred care for patients undergoing endoscopic procedures. This includes preparation, intra-procedural support, and post-procedural care in accordance with relevant professional standards and Austin Health policies. The role also involves contributing to the ongoing development of the Endoscopy Unit and maintaining a safe and effective clinical environment.

About the Directorate/Division/Department

The Endoscopy Service is part of the **Surgery and Procedural Medicine (SAPM) Division** at Austin Health. The service operates across two dedicated locations and treats over 9,000 patients each year. It comprises a total of six procedure rooms. Two procedure rooms are located within the Surgical and Endoscopy Centre (SAEC), which forms part of the main Austin Health Operating Suite complex. The remaining four procedure rooms are located within a standalone Endoscopy Unit, built in 2026, specifically designed to support both high-volume day surgery procedures and complex interventional endoscopy within a dedicated, purpose-built environment.

The department delivers a comprehensive range of diagnostic and therapeutic procedures, including gastroscopy, colonoscopy, bronchoscopy, endoscopic ultrasound (EUS), endoscopic retrograde

cholangiopancreatography (ERCP), capsule endoscopy, and manometry studies. The multidisciplinary team includes Registered Nurses, Enrolled Nurses, Instrument Technicians, PSAs, administrative staff and medical staff, all working collaboratively to provide high-quality, safe, and person-centred care.

The Endoscopy Service plays a critical role in supporting the broader objectives of the SAPM Division through ongoing service development, clinical education, research, and continuous quality improvement.

Position responsibilities

Direct Clinical Care

- Admit and prepare patients for endoscopic procedures, ensuring comprehensive assessment and planning of care.
- Provide intra-procedural support including medication administration, monitoring vital signs, airway management, patient positioning, and accurate documentation.
- Assist clinicians during procedures, ensuring safe and effective technical and nursing support.
- Advocate for patient rights, preferences, and individualised care needs throughout the endoscopy patient journey.
- Provide culturally safe care by respecting and responding to the diverse cultural, spiritual, and linguistic needs of patients and families.
- Exhibit the ability to identify and problem solve collaboratively as part of a multidisciplinary team.
- Deliver care in second-stage recovery and facilitate safe, timely discharge aligned with patient goals.
- Reprocess, handle, and store endoscopic equipment in accordance with AS/NZS 5369 and infection control standards.
- Monitor and evaluate patient responses to care, escalating concerns and modifying plans as needed.
- Respond promptly to clinical changes, prioritising care based on acuity and time-sensitive needs.
- Seek support for unfamiliar or complex situations and refer appropriately.
- Document all care provided using Austin Health's clinical information systems.

Education

- Support the education and orientation of students, new staff, and colleagues through mentoring and preceptorship.
- Contribute to a positive learning environment by sharing knowledge and offering constructive feedback.
- Maintain a professional practice portfolio and engage in a minimum of 20 hours of continuing professional development annually.
- Participate in ward/unit-based education activities and support others in their learning and development.
- Promote a culture of learning and evidence-based practice within the Endoscopy Unit.

Research

- Apply evidence-based practice guidelines in the delivery of endoscopic nursing care.
- Identify gaps in clinical practice and contribute to local quality improvement and research initiatives.
- Participate in data collection and literature review activities under supervision.



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- Support the translation of research outcomes into clinical practice through engagement with departmental projects.

Support of Systems

- Adhere to Austin Health policies, procedures, and the National Safety and Quality Health Service Standards (NSQHSS).
- Participate in risk identification and reporting processes (e.g., RiskMan).
- Use clinical and operational resources responsibly to support sustainable service delivery.
- Engage with clinical audit tools and contribute to quality improvement initiatives.
- Demonstrate proficiency in clinical informatics systems including Cerner, Kronos, H-trak, and ProVation.

Professional Leadership

- Role model Austin Health values: *Our actions show we care, We bring our best, Together we achieve, We shape the future.*
- Demonstrate accountability for delegated tasks and supervise learners appropriately.
- Manage challenging situations with emotional intelligence and respect.
- Reflect on personal leadership style and seek feedback to improve professional behaviours.
- Support a collaborative team environment and contribute to a culture of safety and inclusion.
- Participate in departmental initiatives that promote leadership development and recognition of others' contributions.

All Employees:

- Comply with Austin Health policies & procedures as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centred care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

Selection criteria

Essential skills and experience:

- AHPRA registration as a Registered Nurse.
- Demonstrated experience in endoscopy, perioperative, or procedural care settings.
- Commitment to roster flexibility (including out of hours on call during the week (1800-0600) on public holidays and on weekends).
- Sound understanding of relevant legal, ethical, and professional frameworks.
- Strong commitment to safety, quality, and person-centred care.
- Excellent written and verbal communication skills.
- Demonstrated ability to work effectively as part of a multidisciplinary team.



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- Commitment to continuous professional development (minimum 20 hours per year).
- Capacity to work across multiple Austin Health campuses including The Surgery Centre and provide support to inpatient wards.
- Proficiency in using clinical documentation systems and general IT literacy.
- Alignment with Austin Health values: Our actions show we care, We bring our best, Together we achieve, We shape the future.

Desirable but not essential:

- Postgraduate qualification in gastroenterology, endoscopy, or respiratory nursing.
- Experience in supporting advanced endoscopy and ERCP procedures
- Membership with the Gastroenterological Nurses College of Australia (GENCA).
- Experience using ProVation, Pathology CIS, H-trak, Kronos, Cerner, and RiskMan.
- Previous involvement in education or supervision of students or junior staff.
- Demonstrated commitment to career development and scope of practice expansion.

Professional qualifications and registration requirements

- Registration as a Registered Nurse with AHPRA (mandatory).
- Relevant postgraduate or industry-recognised training (preferred).

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.



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- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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