Position Description

Post Graduate Nurse – Emergency Department

Classification:	Registered Nurse Grade 2 Year 2 – Grade 2 Year 8 (RN2 – RN8)
Business unit/department:	Emergency Services
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:	Fixed-Term Part-Time
Hours per week:	32 hours per week
Reports to:	Nurse Unit Manager, Emergency Services
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	July 2025

Position purpose

As a Registered Nurse at Austin Health, you are responsible for planning, implementing, and evaluating evidence-based nursing care in collaboration with the multidisciplinary team to achieve optimal healthcare outcomes for our patients.

The Registered Nurse is a key member of the health care team responsible for ensuring nursing professional, organisation, legal and ethical standards are met. The Registered Nurse is responsible for supervising and delegating to other health professionals such as Enrolled Nurses and Health Assistants in Nursing.

Completion of the postgraduate program will enable participants to develop advanced, high-quality skills to deliver evidence-based care to critical care patients in the ED and perform as clinical leaders. Students in the postgraduate Emergency nursing program will be responsible for the day-to-day provision of patient care, ensuring standards meet professional, organisation, legal and ethical requirements.
By undertaking a postgraduate study program in conjunction with our university partner students will be able to work across all critical care clinical areas within Emergency Services. Students will be provided learning opportunities and clinical support to deliver evidence-based care to critical care to emergency patients.

This program is ideal for nurses following transitional programs or those with experience in critical and acute care units.

About the Directorate/Division/Department

The Austin Health Emergency Department stands as one of the most active and comprehensive healthcare hubs in the state, attending to nearly 90,000 patients annually. With its unique capability to cater to both adult and paediatric populations within a single department, 20% of Emergency presentations are paediatric patients.

Committed to delivering timely, compassionate, and appropriate care, the department is equipped to assess, manage, and admit patients spanning various medical specialties. Its approach is strengthened by a dedication to teaching, research, and teamwork.

Housed within a large, state-of-the-art facility, the Emergency Department features a 24-bed Short Stay Unit, seamlessly integrating care for adults and children, including mental health. This unit operates in tandem with the Emergency Department, with patients admitted for rapidly reversible conditions requiring short-term treatment or observation, leading to safe discharge within 24 hours.

The Emergency Department is situated within the Access, Critical Care, Imaging and Ambulatory Services Division and under the Access and Critical Care Services directorate.

Department of Emergency Medicine Vision Statement
The Austin Health, Department of Emergency Medicine, will be a leader in the delivery of emergency services, satisfying the expectations of our patients, the Emergency Department staff and the Hospital, and meeting the changing needs of our community.

[Come and Work in Our Emergency Department](#)

Position responsibilities

Role Specific:
- Takes responsibility for recognising and meeting own learning needs by utilising the resources available, as well as participating in learning activities required in the post graduate clinical program
- Attends any scheduled study days and educational/learning activities and completes assessment tasks as outlined within the post graduate clinical program course guide
- Achieves and maintains the academic and clinical standards set within the post graduate clinical program course structure and overseen by the management and education teams
- Undertakes performance review in accordance with university partner and Austin Health standards
- Provides specialist skills and care related to the specialty as required in the post graduate clinical program

Direct Clinical Care:
- Utilise patient assessment information to adjust the care plan to meet health care needs
- Facilitate active patient involvement in adapting goals of care and ensure patient understanding through 'teach back"
- Escalate to the multidisciplinary team to modify the plan of care where abnormalities in assessment information are identified, and the clinical situation is unfamiliar or unexpected

- Document comprehensive care priorities including discharge planning that is aligned with goals of care and patient assessment information
- Prioritise and deliver care within scope of practice and according to nursing care plan
- Facilitate active patient/family participation in delivery of goals of care, including handover
- Recognise and seek support when input is required from senior/experienced staff
- Recognise normal baseline and abnormal patient information; ensure escalation of care where abnormal findings are identified
- Complete all clinical requirements of nursing orientation and induction module
- Make appropriate referrals to the multidisciplinary team to pre-empt needs of the patient and follow up that the referral has been actioned
- Maintain current contemporaneous documentation regarding patient care delivery
- Utilise monitoring processes to evaluate patient care outcomes based on strategies developed in planning and care delivery
- Recognise when care is outside of expected trajectory and escalate concerns
- Actively participate in huddles and handover process recognising deviation from handover content to clinical presentation

Education:
- Act as a clinical mentor
- Contribute to the education and development of other nurses at ward/unit level, as appropriate, to own role and level of experience
- Offer feedback to others that is specific, supportive, and non-judgmental
- Demonstrate enthusiasm for own learning and development
- Actively seek out educational opportunities to further own development
- Participate in professional development activities within clinical environment such as involvement in ward/unit portfolios
- Demonstrate use of a variety of educational strategies including reflective practice to further own development
- Maintain professional practice portfolio to reflect development of knowledge and skills over time
- Identify gaps in own learning through self-reflection and feedback and actively seek out learning opportunities
- Increase scope of practice by participating in core competencies relevant to specialty practice
- Utilise different modalities such as observation, verbal and written resources to facilitate own learning
- Identify opportunities for educational resources/strategies to assist in delivery of bedside teaching

Research:
- Assist in development of Austin Health evidence-based guidelines
- Understand research evidence and supporting guidelines related to area of nursing practice
- Understand the importance of research in the development of nursing practice
- Support local research activities including literature review and data collection

Support of Systems:
- Understand the Austin Health vision and strategic priorities
- Understand the Austin Health Nursing Vision: Austin nurses working alongside Austin Nurses 24/7 to deliver reliable, safe, person-centred care
- Work within the National Safety and Quality Health Service (NSQHS) Standards providing evidence-based nursing care

- Utilise Austin Health's clinical guidelines, policies and procedures to deliver evidence-based nursing care
- Ensure practice compliance for all relevant guidelines and procedures
- Model professional behaviours and actions when risk and incidents are identified
- Understand and follow workplace safety principles
- Contribute to workplace safety audits
- Understand Austin Health Clinical informatics systems including Cerner, First Net, PACS, Patient Journey Board, EMR, ATLAS, etc
- Demonstrate safe and ethical practice within health informatics systems

Professional Leadership:
- Provide appropriate delegation, supervision and support to all staff as per NMBA Decision Making Framework
- Reflect on own values, beliefs, communication style and experiences and consider how this influences own workplace behaviours
- Understand and demonstrate expected standards of workplace behaviours as set out in the NMBA and Austin Health Code of Conduct
- Be open to feedback regarding workplace behaviours and take corrective action where required
- Role model Austin Values in daily practice
- Manage and prioritise own workload, seeking assistance where required
- Be responsible to raise concerns and ask questions to ensure safe clinical practice
- Clearly recognise own accountability for actions and behaviours as delegated as per NMBA Decision Making Framework
- Recognise, acknowledge and value the unique contribution of individuals
- Recognise the importance of teamwork in healthcare delivery

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values
- At least two year's acute nursing experience
- Demonstrated commitment to Emergency nursing
- A patient focused approach to care
- A positive approach to ongoing self-education and skill development
- A flexible, innovative team-oriented approach to service delivery
- A positive approach to change and diversity
- Ability to communicate effectively in both written and verbal form
- Ability to meet academic and clinical requirements as part of post graduate clinical program

Desirable but not essential:
- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.

Our actions show we care

We bring our best

Together we achieve

We shape the future

Professional qualifications and registration requirements

- Registered Nurse registered with the Nursing and Midwifery Board of Australia

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 the 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.
- 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.

Our actions show we care

We bring our best

Together we achieve

We shape the future

austin.org.au

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.

Our actions
show we care

We bring
our best

Together
we achieve

We shape
the future

austin.org.au