# Position Description

## Registered Nurse Grade 2

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| **Classification:** | Registered Nurse Grade 2 YP3 - YP9 |
| **Business unit/department:** | Ambulatory Care Centre and Transit Lounge |
| **Work location:** | Austin Hospital ☒ Heidelberg Repatriation Hospital ☐<br>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:** | As per contract |
| **Reports to:** | Nurse Unit Manager |
| **Direct reports:** | N/A |
| **Financial management:** | Budget: N/A |
| **Date:** | 2026 |

### 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, organizational, legal and ethical standards are met. The Registered Nurse is responsible for supervising and delegating to other health professionals such as Enrolled Nurses.

### About Ambulatory Care Centre & Trant Lounge

The Ambulatory Care Centre is a custom-built Day Treatment Centre, which cares for patients requiring inpatient treatment but who do not require an acute inpatient bed or overnight stay.
The Ambulatory Care Centre is a new approach towards caring for acute and chronic medical patients. Complimenting existing inpatient and outpatient services, the Centre has been established to provide an innovative and flexible patient centred model of care for medical patients requiring acute management, intervention and prevention. The Ambulatory Care centre provides care to patients under a number of specialties, including Gastroenterology, Neurology, Haematology, Medical, LTU, ID, Renal & Clinical Trials.

The treatment area has room for 29 patients with 19 treatment chairs and 10 trolleys. ACC also has two procedure rooms, 1 isolation room and 3 consultation rooms.
ACC caters for several treatments and procedures including:

- Medical review/consultations
- Renal Biopsies
- Liver Biopsies
- Bone Marrow Biopsies
- Lumbar Puncture
- CVAD Dressings
- IVT
- IVAB's
- Iron Infusions
- IVIG infusions
- Blood Transfusions
- Infliximab Infusions
- Permacath Removal
- Trial of Void
- Pentamidine Nebulizer
- Pre surgery / Organ Transplant Workups
- Drug & Antibiotic Allergy Service admission
- Any treatment, investigation or procedure that does not require the patient to stay overnight.

Patients may be admitted for one day or consecutive days for ongoing treatment.

**Transit lounge** is open Monday – Friday 0800-1830, Saturday-Sunday 0800-1630hrs (excluding public holidays unless business requirements determine the need to). Transit Lounge can accommodate 12 patients at a time, with 10 chairs and 2 beds available.
Transit Lounge is staffed by three nurses and a ward clerk.

Transit Lounge plays an essential role in assisting with patient flow by allowing acute beds to be vacated in a timely manner. Patients waiting to be discharged have a comfortable and safe environment in which to wait. Patients may also wait in Transit Lounge for admission to a ward from the Emergency or Outpatient departments, or present to Transit Lounge as a direct admission.

Patients can receive nursing care whilst in transit lounge, including observations, IVAB's, infusions and IVC removal. Patients can also be reviewed by the multidisciplinary team while awaiting discharge or transfer to a sub-acute bed.

## Position responsibilities

**Direct Clinical Care:**

- Act as clinical mentor/preceptor to entry to practice/ nursing students.
- 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.
- 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:**

- 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.
- Participate in professional development activities within clinical environment such as involvement in ward/unit portfolios.
- Maintain professional practice portfolio to reflect development of knowledge and skills over time.
- Increase scope of practice by participating in core competencies relevant to specialty practice.
- 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.
- 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 behaviour.
- Role model Austin Values in daily 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.

**People Management Roles:**

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements
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## Selection criteria

**Essential skills and experience:**

- A commitment to Austin Health values
- Significant acute nursing experience
- 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 work autonomously and within a multidisciplinary environment

**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.
- Relevant postgraduate qualification

## Professional qualifications and registration requirements

- Registered Nurse Division 1 (General) 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 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.

**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.