

Position Description

Registered Nurse – Specialist Clinics

Classification:	Registered Nurse, Grade 2, YP4 – YP9
Business unit/department:	Specialist Clinics
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 Choose an item. Choose an item.
Employment type:	Fixed-Term Part-Time
Hours per week:	As per contract
Reports to:	Nurse Unit Manager – Specialist Clinics
Direct reports:	0
Financial management:	Budget: Nil
Date:	February 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung 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 is a key member of the health care team in Specialist Clinics. The nurse is responsible for the efficient running of the clinic and the provision of patient care. The nurse ensures that all duties as outlined in this position description are performed and meet professional, organisational, legal and ethical requirements.

About the Directorate/Division/Department

Specialist Clinics provide planned non-admitted services that require the focus of an acute setting to ensure the best outcome for a patient. These services are an important interface in the health system between acute inpatient and primary care services. They provide access to:

- Medical, Nursing and Allied health professionals for assessment, diagnosis and treatment
- Ongoing specialist management of chronic and complex conditions in collaboration with community providers

- Pre and post hospital care
- Related diagnostic services such as pathology and imaging
- Teaching, training and research opportunities

Patients are referred to Specialist clinics by general practitioners (GPs), specialists and other community-based healthcare providers, as well as clinicians in the Emergency department, inpatient units and other areas of the hospital.

Austin Health Specialist Clinics span two campuses (5 sites) with extensive facilities located at the Heidelberg Repatriation Hospital (HRH) the sites are listed by campus below:

- **Austin Campus**
- Level 3 Lance Townsend Building
- Level 3 Olivia Newton John Cancer and Wellness Centre
- **HRH Campus**
- Ground Floor Tobruk Building
- Level 2 Centaur
- Level 4 Centaur

Currently over 800 patients attend the service each day, equating to more than 250,000 attendances per annum making it one of the largest services in the state.

Specialist Clinics is also a leader in innovation and has recently undergone reform including the introduction of an electronic patient queuing system, patient scheduling system, redevelopment of facilities and a number of redesign projects aimed at improving the efficiency of the department and the patient experience.

Position responsibilities

Role Specific:

- Co-ordinate the running of the clinic efficiently, optimize patient flow.
- Accurately document, observe and report relevant nursing findings, within the framework of the nursing process and act upon these as required.
- Maintain vaccination database to ensure patients have their vaccinations at correct time.
- Maintain and increase skill, knowledge and competencies required, fulfilling the role in line with current nursing knowledge and research and actively promote & undertake self-development and learning.
- Contribute to an environment of multidisciplinary teamwork, maintaining a flexible approach to working in different localities serviced by the unit.



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- Manage unit resources efficiently and effectively.
- Actively support and participate in quality improvement and research initiatives.
- Maintain safe work practices and environment by actively reducing hazards, reporting accidents/incidents, following and promoting the Austin Health principles of the “No Lift” & “No Needlestick” programs and actively promoting accident prevention.
- Demonstrate the ability to work autonomously or in a team environment.
- Be adaptable and work in other clinics, including cross campus when required.
- Interest in learning new ambulatory care setting skills as part of professional development
- Liaise with relevant parties in the community regarding patient’s progress as required.
- Participate in Austin Health performance appraisal program as required.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

Selection criteria

Essential Knowledge and skills:

- Recent experience in acute care setting, minimum 3 years acute care experience
- Commitment to quality, best practice and environmental safety.
- Ability to communicate effectively in both written and verbal form.
- Commitment to further self-development and education.
- Computer skills - Knowledge of and ability to navigate Cerner, Medtrak and SMR.
- Well-developed inter-personal skills.
- Demonstrated ability to problem solve.
- Excellent time management.



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Professional qualifications and registration requirements

- Registered Nurse with Nurses and Midwifery Board of Australia (NMBA)

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.



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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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