

Position: Graduate Registered Nurse Grade 2
Location: [Company Address]
Division: Clinical Services



**WEST
WIMMERA
HEALTH
SERVICE**

Position: Graduate Registered Nurse Grade 2
Location: Based at [Company Address] but may be required to work across all sites as mutually agreed upon.
Reporting To: Director of Nursing/Nurse Unit Manager
Division: Clinical Services
Award: Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Level: YP2 - Registered Nurse Grade 2 Year 1

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa, and Rupanyup.

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes, and everyone belongs.

Our Care - Safe, Effective, Innovative

To fully embrace new technologies and processes that enable world class rural healthcare.

Our Community - Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future - Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align the service's operations with established ESG principles.

OUR PURPOSE

GREAT CARE, EVERY PERSON, EVERY TIME

OUR VALUES



TOTAL CARE

Delivering care that is safe, effective and person-centred, always.



SAFETY

Providing a safe workplace and services free from avoidable harm.



UNITY

Working well together in a great place to work.



ACCOUNTABILITY

Doing the right thing by our stakeholders and ourselves.



INNOVATION

Using our imagination - if there's a better way we will find it.

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West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia, and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value, and include people of all backgrounds, genders, sexualities, cultures, bodies, and abilities.

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">• Employees• Managers• Executive Directors• Visiting Medical Officers• Specialists• Radiographers• Patients• Residents• Students• Volunteers	<ul style="list-style-type: none">• Community• Consumers• Visitors

Position Overview:

The Graduate Registered Nurse Program aims to facilitate the transition from student to Registered Nurse, providing the opportunity to enhance your nursing career, consolidate your nursing skills and provide an opportunity to experience different clinical areas.

Key responsibilities:

- To participate in providing a high standard of service for the patients and residents within West Wimmera Health Service.
- Maintain a level of clinical skills appropriate to direct and assist other nursing staff when required.
- Communicate directly with patient/residents relatives and carers, providing relevant information regarding their condition, treatment and future care.

Statement of duties:

Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as the Nursing and Midwifery Board of Australia's professional standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.



- Recognise, respond, and escalate changes in the patient's condition.
- Actively participate in the delivery of direct care to patients and residents.
- Administer the medications to the patients/residents.
- Assist with patient/resident daily personal care such as showering, dressing, grooming and toileting.
- Attend to relevant charting and daily documentation.
- Assist the manager of the unit to co-ordinate all services in the clinical unit.
- Maintain a level of clinical skills appropriate to direct and assist other nursing staff.
- Provide guidance to students participating in clinical work experience programs.
- Any other associated duties as delegated by the Director of Nursing/Nurse Unit Manager at any time.

Quality, Safety and Risk Management:

- Ensure you are aware of the West Wimmera Health Service's emergency procedures.
- Ensure compliance at all times, with mandatory education competencies completed by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers, and colleagues.
- Participate in relevant quality improvement activities as directed by the Management.
- Ensure that all activities are linked to National Safety and Quality Health Service Standards (NSQHS), the Strengthened Aged Care Quality Standards, the National Disability Insurance Scheme Standards, and other standards as deemed appropriate.
- Actively participate in relevant accreditation processes.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers, and colleagues.
- Ensure effective and open lines of communication with other Community Care Team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop, and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures and agreed performance and behavioural expectations.

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Key Selection Criteria:

Essential:

1. Effective communication and organisational skills
2. Current AHPRA registration as Registered Nurse Grade 2.
3. Excellent analysis, reporting and writing skills.
4. Good computer skills.
5. Excellent interpersonal, communication and organisational skills.
6. Understanding of National Safety and Quality Health Service (NSQHS) Standards (acute).
7. Basic understanding of iCare, AN-ACC (Aged National Aged Care Classification) funding model and Strengthened Aged Care Quality Standards (aged care facilities and community care).

Pre-Requisites:

1. NDIS Worker Screening Clearance
2. Working with Children Check
3. Fully vaccinated (including influenza) as per current Department of Health Directives.
4. Australian Driver's License.

Internal Direct Reports:

Director of Nursing/Nurse Unit Manager
Graduate Coordinator

External Direct Reports:

Nil

Appraisal:

- Initial appraisal – 3-months after appointment
- Thereafter – 12-monthly.
- 3-month professional Development Review
- 9-month professional Development Review

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By: Director of Nursing/Nurse Unit Manager

Signature:

Date:

Position Incumbent Name:

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Signature:

Date: