

# Position Description

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|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>            | Enrolled Nurse                                                                                                                                                                                                     |
| <b>Reports to:</b>                | Nurse Bank & Pool Coordinator                                                                                                                                                                                      |
| <b>Department:</b>                | Nurse Bank                                                                                                                                                                                                         |
| <b>Directorate:</b>               | Clinical Operations                                                                                                                                                                                                |
| <b>Cost centre:</b>               | P0502                                                                                                                                                                                                              |
| <b>Code &amp; classification:</b> | Bank Enrolled Nurse, Level 2 (IB82 – IB88)                                                                                                                                                                         |
| <b>Employment conditions:</b>     | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 and its successors and to the GV Health Policies and Procedures (and as varied from time to time). |

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Enrolled Nurse on Nurse bank is a casual staff member who is allocated to hospital wards to cover planned or unplanned nursing leave. The casual bank nurse may be required to work across all inpatient ward areas at GVH, with opportunities to work at Tatura, Waranga and/or Euroa.

The casual bank nurse reports to the Nurse bank and pool coordinator and is booked and allocated by Nursing Resources Officer and / or After-hours hospital manager. The casual bank nurse report to the Associate Nurse Unit Manager (ANUM) in charge of the shift for that day.

The casual bank nurse is responsible for providing comprehensive care to the patients with in the ward, collaborating with multidisciplinary teams to ensure optimal patient outcomes.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to**

- Provide and promote high quality standards of patient care in accordance with evidence-based practice. This includes the safe, effective and timely assessment, planning, implementation and evaluation of person-centre care, in collaboration with the multidisciplinary team
- Perform nursing interventions and procedures in accordance with GV Health policy and procedures.
- Demonstrate awareness of own limitations in knowledge, seeking appropriate support and demonstrating a commitment to ongoing professional development.
- Actively seek and open to feedback about performance including active participation in required performance discussions.

- Work in partnership with consumers, patients and where applicable carers and families whilst maintaining appropriate professional boundaries.
- Demonstrate developing time management skills and work as an active team member.
- Speak up for safety, our values and wellbeing.
- Actively facilitates the experience and learning of students undertaking clinical placement.
- Supporting and participating in quality improvement initiative to enhance patient care, including audits.
- Being flexible and adaptable in order to adjust to new teams and work environments as needed.

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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Required Registration(s):**

#### **Essential:**

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- Current registration with the Australian Health Practitioner regulation Agency as a Enrolled Nurse.
- Demonstrated experience in hospital setting
- Highly motivated to learn and engage in various clinical environments.
- Available to work minimum of three shifts in a four-week period.
- Demonstrate highly developed interpersonal/communication skills with all stakeholders
- High level of reliability, professional conduct and behaviour
- High standard of assessment, clinical reasoning, problem solving, organisational and prioritisation skills
- Computer literacy at intermediate level.

#### **Desirable:**

- Minimum 3 years of experience in acute medical and surgical nursing.
- Experience working in specialty areas paediatrics, neonatal, theatre, emergency, critical care, haemodialysis, mental health, or aged care.

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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful:**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- AHPRA registration maintained and working within scope of practice
- Commitment to compliance with mandatory competencies and training on HEART platform.

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#### **AT GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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#### **ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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| Clinical Operations directorate | Nurse bank and pool coordinator |
|---------------------------------|---------------------------------|
| <b>Reviewed by:</b>             | Erin Zobec                      |
| <b>Issue Date:</b>              | 10 <sup>th</sup> June 2025      |

## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)