

# Position Description

<b>Position Title:</b>	Paediatric Liaison Nurse – Emergency Department
<b>Reports to:</b>	Nurse Unit Manager – Emergency Department
<b>Department:</b>	Emergency Department
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	B0002
<b>Code &amp; classification:</b>	Registered Nurse Grade 4 (Grade 4A or 4B)
<b>Employment conditions:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 -2028 and its successors and 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 Paediatric Liaison Nurse – Emergency Department is a clinical leader who acts as a clinical/educational resource for medical, nursing and allied health staff involved in the management of paediatric patients. The Paediatric Liaison Nurse – Emergency Department will also provide advocacy for paediatric patients and their families in facilitating a smooth transition of patients through the Hospital, to other providers, and to home

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## RESPONSIBILITIES AND DUTIES

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

- Performs as a clinical leader in paediatric nursing, including paediatric critical care nursing, across the trajectory and breadth of paediatric presentations and paediatric age span.
- Be a clinical resource in Paediatric care for nursing, medical and allied health staff.
- Plans and delivers education in relation to paediatric patients within the Emergency Department and Critical Care Unit. This includes the development and delivery of paediatric specific programs, topics and competencies.
- Monitor compliance with paediatric specific competencies by Emergency Department staff
- Quality and risk activities related to paediatric issues e.g. VHIMS, Riskman Q and complaints and quality improvements and clinical audits.
- Develop, review and implement policies and procedures as required, including models of care and clinical guidelines.
- Responsible for management of paediatric equipment in the Emergency Department.
- Provide a high-quality service to internal customers and consumers that reflects evidence-based practice and includes development and socialisation to staff of collaborative patient care plans and alerts.

- Fosters a close working relationship with relevant staff members in the Elsie Jones Education Centre, Child and Adolescent Unit, Medical Workforce Unit and partnered University providers.
  - Liaison with the Specialist Consulting Suites team on issues relevant to the paediatric population manages through their services, and assist with improvement activities.
  - Attend the Child and Adolescent and Critical Care Governance meetings and report back as appropriate to the ED NUM and Clinical Coordinator.
  - Undertake research activities as required.
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## **KEY SELECTION CRITERIA**

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

- Bachelor of Nursing or equivalent.
- Registration with the Australian Health Practitioner Regulation Agency.

### **Essential:**

- Demonstrated delivery of high-quality advanced patient care
- Relevant post graduate qualification or relevant experience or willingness to complete post graduate studies in paediatric nursing.
- Capability in the provision of counselling and supportive care.
- Demonstrated organisation and planning skills.
- Computer literacy at intermediate level for Microsoft applications.
- High level interpersonal and organisational skills.

### **Desirable:**

- Demonstrates knowledge of health care education
  - Experience in the development and delivery of education programs to clients, carers, the community and health professionals.
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## **KEY PERFORMANCE INDICATORS**

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

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Registration is maintained and works within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process
- 6 monthly survey of patients and families to establish the development / review of action plan.
- Education - 6 monthly assessment of workplan, delivery and outcomes for:
  - Emergency Department, Operating Suite, Specialist Consulting Suite.
  - Development of Paediatric specific competencies as identified and required.
- 100% development, review and implementation of policies, procedures and guidelines as required
- 80% attendance at Child and Adolescent and Critical Care Governance meetings.

- Annual update of paediatric care advancement and development.
- Active engagement in research activities
- Timely investigation and response to paediatric related adverse event incidents in close collaboration with the Quality team. This includes investigation, improvement actions, relevant education, and documentation of category three and four incident severity rating incidents.

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

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of 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;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- 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 and maintain all 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;
- Comply with requirements of the 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 Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All 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.

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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 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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<b>Clinical Operations</b>	<b>Paediatric Liaison Nurse – Emergency Department</b>
<b>Reviewed by:</b>	NUM Emergency Department
<b>Issue Date:</b>	March 2026

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## 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](#)