

## ORGANISATIONAL OVERVIEW

---

### Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

### Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

### Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

**Safety, Quality and Clinical Governance at Northern Health:**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

**Commitment to Child Safety at Northern Health:**

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

**Family Violence and Child Safety Statement:**

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

**Essential:**

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



## POSITION DESCRIPTION

---

<b>Position Title:</b>	Graduate Nurse Program – Registered Nurse Grade 2 YR 1
<b>Business Unit/Division:</b>	Division of Community Hospitals
<b>Award Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
<b>Classification:</b>	RN Grade 2 Year 1 (Grad Year) YP2
<b>Employment Type:</b>	0.8 EFT 12 months fixed term
<b>Reports to:</b>	Chief Nursing & Midwifery Officer Clinical Education Coordinator Unit Manager
<b>Date Prepared/Updated:</b>	May 2026

## ROLE STATEMENT

---

### General Role Statement:

The Registered Nurse will be accountable for the delivery of quality patient care and outcomes in a manner consistent with the professional code of conduct, legal requirements and organisational policies and procedures, within a framework of continuous quality improvement, and economic resource utilisation. The Grade 2 Registered Nurse will work within scope of practice.

### This position is responsible for:

- Thinks critically and analyses nursing practice
- Engages in therapeutic and professional relationships
- Maintains the capability for practice
- Comprehensively conducts assessments
- Develops a plan for nursing practice
- Provides safe, appropriate and responsive quality nursing practice
- Evaluates outcomes to inform nursing practice Undertaking care requirements demonstrating best practice and according to organisational expectation

### All employees:

#### Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.

- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

---

### Role Responsibilities:

- Delivers quality, patient focused care, in accordance with hospital policies and procedures.
- Prioritises individualised patient care to meet patient needs.
- Contributes to the establishment, maintenance and closure of accurate, clear and current patient records within the legal and ethical framework.
- Documents the evaluation of the patient response to nursing care in the progress notes/observation charts/EMR
- Notifies appropriate member of staff when the patient's condition changes.
- Participates in the development of the patient's process of care and discharge planning on an ongoing basis.
- Involves the individual/family as active participants in the process of care.
- Consolidates nursing skills in a particular area of clinical practice.
- Demonstrates sensitivity to the needs of individuals and groups, respecting their values, customs and beliefs.
- Functions effectively as a member of the healthcare team, ensuring optimum outcomes for patients and co-workers.
- Communicates effectively with all health care professionals, individuals or groups, both on a personal basis and with communication devices available.
- Participates in hospital quality activities.

### Organisational Responsibilities:

- Support the achievement of accreditation under the National Safety and Quality Health Care Standards
- Practice within the guidelines for the National Quality & Safety of Health Care standards.
- Contribute to quality improvement through participating in quality activities and projects.
- Participate in Safety and Quality education and training.
- Undertake role activities in a manner that supports a safe environment, eliminating harm to patients and staff.
- Record and report all clinical and non-clinical incidents.
- Encourage utilisation of, and participate in, the patient complaint process as a means to improve the quality and safety of care.
- Commit to the principles of Person-Centred care and to embedding these principles in all elements of service provision.
- Exhibit customer service behaviours in all interactions with internal and external customers.
- Work with consumers to improve the safety and quality of services.
- Support achievement of Northern Health's Cultural Responsiveness Plan.
- Complete mandatory training relevant to the role and discipline.
- Participate in performance review including establishing and working towards achievement of a professional development plan.
- Implements professional development objectives designed to increase nursing competencies.
- Participates in the Northern Health Graduate Program orientation and the particular unit, and campus policies.

- Attends and participates in the Graduate Nurse study day and in-service program as part of continuing professional development throughout the year.
- Completes to a satisfactory standard all assessments and clinical hurdles assigned as part of the Northern Health Graduate Nurse Program.
- Assists with formal and informal education sessions on the unit.
- Implements patient teaching on a planned and informal basis.
- Actively seeks advice concerning nursing care activities that are unfamiliar or new.
- Acts as a role model, clinical supervision of students, and team building exercises.
- Participates in continuing programs designed to further develop nursing knowledge, skills and delivery of care.

**Professional Responsibilities:**

- Comply with professional obligations as described by registration requirements, codes and guidelines of the relevant AHPRA National Board.
- Comply with all of the obligations of the NMBA Professional Standards.
- Utilise evidence based/best practice consistent with scope of practice.
- Recognise the values of research in contributing to developments in nursing and improved standards of care by participating in ward-based quality improvement/research activities.

**SELECTION CRITERIA**

**Qualifications, Registrations and Qualities:**

**Essential**

- Current Registered Nurse Division 1, with AHPRA
- Must be able to work a rotating roster including day, evening and night shifts
- Employed at minimum 0.8 eft
- Commitment to attending all study days and completing a Quality Activity

**Experience**

- This position is for the newly registered nurse

**Knowledge, Skills and Behaviours**

- Agree to complete all required rotations associated with the program.
- Must possess excellent communication skills, written and verbal.
- Must be computer literate, able to access and utilise all Northern Health IT systems which are relevant to completion of duties.

Employee Declaration

I  have read, understood and accept the above Position Description.  
 (Please print name)

Signature:  Date: