

## ORGANISATIONAL OVERVIEW

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### 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
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub and,
- 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

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|--------------------------------|------------------------------------------------|
| <b>Position Title:</b>         | Registered Nurse Oncology and Medical Day Unit |
| <b>Business Unit/Division:</b> | Medicine and Cancer Services                   |
| <b>Award Agreement:</b>        | Registered Nurse                               |
| <b>Classification:</b>         | YP7 – YP9                                      |
| <b>Employment Type:</b>        | Permanent part time/full time                  |
| <b>Reports to:</b>             | NUM – Oncology and Medical Day Unit            |
| <b>Date Prepared/Updated:</b>  | 20/7/26                                        |

**General Role Statement:**

To provide high quality individualised care and outcomes in a holistic, organised and timely manner consistent with organisational policies and procedures

## ROLE STATEMENT

The registered nurse fulfils the roles and responsibilities of the Registered Nurse Division 1 (RN), demonstrating expert knowledge and skills in oncology/haematology nursing.

In conjunction with the Nurse Unit Manager, the registered nurse assists in nursing and related resources by:

- Partnering with patients/carers to provide person centred care and service.
- Being a role model in setting the clinical standards to achieve a high quality of nursing care.
- Facilitating cooperative professional relationships with the multidisciplinary team.
- Maintaining a working environment that promotes professional development and job satisfaction for all staff.

**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

### Leadership

**In association with the NUM, the RN will:**

- Ensure that all daily operational activities within the area related to supplies, equipment and physical environment are attended
- Ensure that staff maintain a working knowledge of emergency procedures and location of emergency equipment
- Contribute to quality improvement and sustainability of the organisation:
- participating in quality activities
- ensure flexibility within the role in order to respond to the changing needs of our customers
- Attend and actively contribute to unit meetings
- Function as a clinical role model to nurses and other health professionals
- Function in accordance with legislation and common law affecting nursing practice
- Demonstrate knowledge of the legislation governing nursing practice
- Perform nursing interventions in accordance with recognised standards of practice
- Ensure documentation conforms with legal and hospital requirements
- Recognise, report and record adverse incidents promptly and concisely
- Function in accordance with ethical practice
- Deliver an equitable standard of care regardless of the patients or colleagues differing values, beliefs, culture or social context
- Ensure confidentiality of information pertaining to colleagues, patients and their significant others
- Assume accountability for own actions
- Recognise and practise within the scope of his/her own practice
- Readily seek feedback regarding own standard of practice

**Foster a higher standard of service delivery based upon collaborative practice:**

- Understand the separate and interdependent role and functions of the health care team
- Collaborate with members of the health care team in decision making pertaining to care regimes and discharge planning
- Seek clarification from members of the health care team when management plans are unclear or misunderstood
- Participate in unit based and intra hospital committees and working groups
- Fully consider local decisions in the context of broader multidisciplinary team objectives
- Effectively and systemically prioritises work which allows achievement of objectives for self and others
- Provides support and focus on the way forward during period of change

### Strategic and Project Management Leadership

**In association with the NUM, the RN will:**

- Facilitate sharing of what is learnt from different approaches to care etc. with other nurses and members of the multidisciplinary team
- Challenge staff to explore different options, and to be curious about new ideas
- Positively promote co-operation and team effort through sharing successes
- Participate in the ward-based preceptorship program to assist new staff adjusting to their new work environment
- Identify education needs of the patient, family and volunteers and develop individual strategies to meet identified needs
- Provide appropriate learning experiences for the tertiary nursing students on field experience

- Maintain consistent performance standards
- Seek support from colleagues to identify learning needs
- Participate in professional development and appraisals also continuing education activities
- Actively participate in own performance review
- Participate in changes to policies, procedures and protocols based on relevant research

### Organisation-Wide Contribution

- Comply with all of the By-Laws, Regulations and Policies that are in place at Northern Health from time to time, including those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment in the Workplace.
- Comply with all relevant Legislation.
- Contribute to continuous quality improvement and sustainability of the organisation by participating in quality activities and ensuring flexibility within the role in order to respond to the changing needs of our customers.
- Undertake all mandatory training as required
- Contribute to improving patient safety and maintaining Northern Health's accreditation status by being familiar with the National Safety and Quality Standards and Criteria; how these relate to your work and ensuring these are embedded in your approach to work where applicable: <https://intranet.nh.org.au/quality-safety/>
- Clinical Governance
- Partnering with Consumers
- Preventing and controlling Healthcare Associated
- Medication Safety
- Comprehensive Care
- Communicating for Safety
- Blood Management
- Recognising and Responding to Acute Deterioration
- Follow the guidelines provided in the Code of Conduct for staff of Northern Health.
- Contribute to a culture of consumer participation by ensuring that activities within the area of responsibility are inclusive of and responsive to the needs of our consumers.
- Support achievement of Northern Health's Cultural Responsiveness Plan
- <https://intranet.nh.org.au/departments-and-services/transcultural-language-services/about-us/northern-health-cultural-responsiveness-plan-2/>
- Promoting a culture of risk awareness and ownership, and
- Managing and monitoring business, safety and operational risks within area/s of responsibility, reporting key/emerging risks and opportunities to relevant Executive/Executive Director (refer to the NH Risk Management Policy & Framework on the NH Intranet site).

## SELECTION CRITERIA

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### Qualifications, Registrations and Qualities

#### Essential

- Current Division 1 Nursing registration with AHPRA
- ADAC certificate or equivalent
- Post Graduate Certificate/Masters in Cancer Nursing or working towards
- 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.

**Experience**

- Minimum 3 years' Experience in Oncology/Haematology Nursing
- Competent in CVAD care and IV cannulation

**Knowledge, Skills and Behaviours**

1. Demonstrated organisational skills
2. Demonstrated ability to assist and support change
3. Knowledge of and commitment to Quality Improvement
4. Demonstrated understanding of professional nursing issues
5. Highly developed verbal communication skills

**Employee Declaration**

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

Signature:

Date: