

## Position Description

Position Title	Registered Nurse
Position Number	3002755
Division	Clinical Operations
Department	DOSA and Endoscopy
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Registered Nurse Grade 2
Classification Code	YP3 – YP9
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

The Day Surgery nurse is a part of the Interventional Suite team that provides pre and postoperative care for patients in the following areas: Day of Surgery Admissions (DOSAs), Stage 2 and Stage 3 recovery and minor procedure operating theatres. The minor procedure theatres undertake gastrointestinal procedures (Gastroscopy, Colonoscopy, ERCP), Urology procedures (Cystoscopies) and Respiratory procedures (Bronchoscopy), and some minor surgical procedures.

## Responsibilities and Accountabilities

### Key Responsibilities

- A Registered Nurse Division 1 is required for this position; including advanced patient assessment skills and demonstrated medication administration competency.
- This selected staff member must be flexible and adaptable, with a requirement to train in all areas of Day Surgery including but not limited to; medical infusions administration, recovery room nursing pre & post-operative care areas, endoscopy suite, endoscopy reprocessing, scrubbing and scouting for minor surgical procedures.
- This position requires an understanding and demonstrated skills in gastroenterology/endoscopy procedures and the specific requirements for these procedures or the ability to learn these skills
- Requires a sound understanding of the methods for cleaning and processing of flexible endoscopes and their accessories.
- This position requires a commitment to ongoing professional development including the knowledge of current issues and trends
- This position requires excellent organisational skills and an ability to work well under pressure
- Contribution to quality projects and hospital accreditation is required

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Registration with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse without conditions
2. Advanced patient assessment skills and medication administration demonstrated competency
3. Demonstrated excellent interpersonal skills, with a strong team ethos and ability to work within a multidisciplinary health care team

4. Demonstrates excellent written and verbal communication skills, with experience in the use of electronic medical records and ability to learn new systems and processes.
5. Demonstrated evidence of ongoing professional development including the knowledge of current issues and trends of endoscopy and recovery

## Desirable

6. Previous experience in Day Surgery, Endoscopy or Perioperative areas
7. Relevant Post Graduate Qualification in Perioperative area or in an health related field
8. Knowledge and understanding of National Safety and Quality Health Service (NSQHS) Standards
9. Knowledge and understanding of GENCA guidelines and ACORN Standards

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free. This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*