

Position Description

Position Title	In charge Nurse
Position Number	30008714
Division	Community and Continuing Care
Department	Community Nursing Services
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Registered Nurse Grade 4A
Classification Code	YW17
Reports to	Manager Community Nursing
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Working with Children Check • National Disability Insurance Scheme (NDIS) Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

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

Community Nursing Services (CNS) adopts a person-centred, reablement approach that is individualised and goal-oriented. The service focuses on maximising client independence while maintaining and improving health and wellbeing, enabling clients to continue living safely and independently within their homes and communities.

Community Nursing Services incorporates a range of specialised programs that support clients with diverse and complex healthcare needs, including:

- Community Nursing Service (District Nursing Service)
- Regional Continence Service
- Wound Consultancy Service
- Regional Dementia Consultant Service

The service is funded through the Commonwealth Home Support Programme (CHSP) and Home and Community Care Program for Younger People (HACC PYP), with additional services delivered through fee-for-service arrangements, including Support at Home and the National Disability Insurance Scheme (NDIS).

The In-charge Nurse position requires autonomous decision making, advanced clinical assessment skills, change management skills and demonstrated leadership abilities. Fostering a supportive environment for clients, carers and clinicians to enhance the client and carer experience. This will ensure provision of person-centred therapeutic interventions guided by evidence-based practice in alignment with Bendigo Health policies and procedures.

The position operates within a seven-day rotating roster and includes direct clinical care responsibilities during evenings and weekends. During these periods, the role maintains a reduced clinical caseload while providing operational oversight, coordination and support to staff to ensure safe and effective service delivery. Assist the Manager to, lead quality improvement practices, accreditation requirements and education initiatives by active participation in team portfolios.

Responsibilities and Accountabilities

The In-charge Nurse provides operational and clinical leadership to ensure the delivery of safe, high-quality and person-centred care. Working in partnership with the Manager, the position is responsible for coordinating service delivery, supporting workforce capability, and fostering a positive and collaborative team culture that enhances the experiences of clients, carers and staff.

The In Charge Nurse requires autonomous advanced clinical assessment and decision-making skills, strong leadership capabilities, effective change management, and the ability to respond autonomously to complex clinical and operational situations both in and out of hours.

Key Responsibilities

Direct clinical care:

- Demonstrated advanced level of clinical knowledge and expertise relevant to Community Nursing to act as a resource providing clinical support, education and training to staff face to face and on the phone
- Demonstrated sound problem-solving approach to patient access without compromising quality or patient outcomes
- Management of the day-to-day operations of each shift including allocation of staff and physical resources, ensuring operational requirements of the program are met
- Work co-operatively as part of a multidisciplinary team recognising expertise and contribution of all team members, collaborating in treatment and referral to other services as necessary
- Actively participate in regular discussions/ case conferences with other members of the team, assisting in decision making regarding treatment goals and care plans
- Prioritise own professional development by attending relevant courses
- Maintain confidentiality in regard to patients and staff at all times, ensuring professional and respectful communication
- Escalate all concerns following processes for escalation both in and out of business hours.

Organisational Responsibilities:

- Support the Manager in providing strong, effective leadership, and change management strategies, including contribution to relevant portfolios
- Participate in education and quality improvement and performance review and development plans of staff.
- Provide support, respond to, and escalate operational queries received outside business hours in accordance with Bendigo Health escalation pathways.
- Other duties as determined by Manager or delegate

Key Selection Criteria

Essential

1. At least one years' experience as a district nurse level 2 and registered nurse three years'
2. Demonstrated commitment to, and understanding of the role of Community Nursing in a community setting
3. Demonstrated advanced knowledge of health and related issues for elderly people, people with disabilities, and their carers
4. Demonstrated leadership capability with the ability to provide guidance, support and oversight to nursing staff working remotely, promoting teamwork, accountability and high-quality client care.
5. Demonstrated commitment to professional development
6. Demonstrated experience and confidence with Information Technology and supporting staff with same
7. Demonstrated ability to communicate effectively across client, community and professional groups inclusive of skills to negotiate and manage conflicts
8. Demonstrated commitment to working in a multidisciplinary team recognising and respecting the contribution of all team members

9. Demonstrated ability to manage time and prioritise competing demands

Desirable

10. Post Graduate Studies in gerontological nursing or nursing leadership/ management qualifications.

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.