

## Position Description

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|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title             | Registered Nurse – Post Acute Care Nursing (PAC)                                                                                                                                                                                                |
| Position Number            | 30028998                                                                                                                                                                                                                                        |
| Division                   | Community and Continuing Care                                                                                                                                                                                                                   |
| Department                 | Post Acute Care (PAC)                                                                                                                                                                                                                           |
| Enterprise Agreement       | Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028                                                                                                                                 |
| Classification Description | RN G3A HITH/PAC                                                                                                                                                                                                                                 |
| Classification Code        | YU15                                                                                                                                                                                                                                            |
| Reports to                 | Senior Manager via Team Leader                                                                                                                                                                                                                  |
| 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>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Drivers Licence</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 Post Acute Care (PAC) team provides short term supports to facilitate a safe and timely discharge from hospital, while offering connections to longer term services when needed. Clients discharged from a public hospital – including emergency departments, acute care and sub-acute services are eligible for these short term supports.

As part of the PAC nursing team, you will be expected to practice autonomously. You will be required to consult, liaise and advise with other services internally and externally to Bendigo Health to enable coordinated and appropriate client care following a hospital discharge. In addition to providing direct care you will provide non clinical support to the program and empower clients and/or carers to be actively involved in their care.

As part of the PAC nursing team you will be responsible for all areas of the PAC nursing process, from intake and triage through to direct client care and timely discharge.

## Responsibilities and Accountabilities

### Key Responsibilities

- Triage and management of incoming and current referrals
- Comprehensive assessment of eligible clients including supportive care plans that facilitate client empowerment and commitment to active participation in their healthcare
- Provide support, information and healthcare education that reflects the client's individual needs, preferences and abilities
- Respond to clinical changes in a client's condition/care needs and initiate consultation with relevant medical, nursing and/or allied health professionals
- Initiate and maintain accurate records, statistics and reports
- Ensure clients are linked into ongoing services/supports in the community as required
- Work collaboratively and liaise with multidisciplinary teams including internal and external parties
- Active participation in Quality Standards, staff development, training/supervision, program planning and evaluation processes
- Identify and manage risks associated with working in the community setting, ensuring safety of clients and staff
- Undertake any additional tasks or provide support as directed by your manager, ensuring these activities align with your professional standards, codes of conduct and ethics and organisational policies

## Key Selection Criteria

### Essential

1. Registration (RN Division 1) with the Nursing and Midwifery Board of Australia (Australian Health Practitioner Registration Australia – AHPRA)

2. Minimum 3 years' experience in nursing, post registration, in a clinical environment preferably with recent experience in a community setting

3. Demonstrated ability to work autonomously with minimal supervision to provide high quality client care

## Desirable

4. Demonstrated ability to be self-motivated with high level skills in problem solving and time management

5. Demonstrated wound care knowledge and highly developed wound care assessment skills

6. Demonstrated high level communication skills including written, verbal and interpersonal abilities with the capacity to engage clients, families and multidisciplinary teams

7. Strong computer literacy skills to support the programs' ability to maintain schedules, make referrals and communicate with the team

8. Strong knowledge of the services available to support clients in their home and referral process

9. A demonstrated commitment and understanding of holistic and evidence-based care and patient advocacy

## 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.*