

Position Description

Position Title	Graduate Nurse/Midwife Programs 2025
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024/Victorian Public Mental Health Services Enterprise Agreement 2021-2024
Classification Description	Dependent on qualification
Classification Code	Dependent on qualification
Reports to	Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 5,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community.

PASSIONATE – We are passionate about doing our best.

TRUSTWORTHY - We are open, honest and respectful.

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Graduate Programs

Graduate Programs provide an opportunity for newly registered nurses and midwives to make the transition to professional practice in a structured and supported 12 month program. Graduates are supported to consolidate and develop clinical and professional competence, in line with the Registered Nurse/ Registered Midwifery standards of practice, commensurate with the expected level and experience of a beginning practitioner.

Bendigo Health offer a range of Graduate Programs. Each program includes a comprehensive induction and orientation, supernumerary time, supported learning and development opportunities/ study days, debriefing and clinical support. See below for the different streams on offer:

GENERAL STREAM

The General Stream Graduate Program provides an opportunity for graduate registered nurses to experience a mix of acuity and diversity across settings by undertaking two six month rotations. The options available for rotation include:

- Adult Acute Unit (Mental Health)
- Cancer Services
- Children's Ward
- Community Nursing Service
- Emergency Department
- Medical Imaging
- Medical - Oncology and General
- Medical – Respiratory
- Medical – Stroke and Renal
- Orthopaedics
- Patient Services
- Rehab – Neurological and Stroke
- Rehab – Orthopaedics and Amputee
- Renal Services
- Special Care Nursery
- Specialist Clinics
- Specialist Palliative Care & Evaluation Unit
- Surgical – General

Recognising the important role nurses play in all settings, graduates are provided with guides and opportunities to develop and consolidate knowledge and skills that are both unique and transferable to any area of nursing practice, laying strong foundations for career progression beyond the graduate year.

During the graduate program you will work 0.8 EFT. Support is provided by the nursing education team, clinical support nurses, nurse unit managers and nursing and interprofessional colleagues. On successful completion of the program, graduates are employed in an ongoing capacity within the organisation.

AGED CARE STREAM

The Graduate Nurse Program for Aged Care provides an exceptional opportunity in Gerontological nursing. The 12 month program offers two six month rotations in Bendigo Health's residential aged care facilities.

This program assists the graduate in building specialised knowledge and skills in Gerontological nursing, whilst being supported by Clinical Support Nurses and Nurse Educators to consolidate professional practice.

The Graduate Nurse Program is performed in the Residential Services Team. Bendigo Health's Residential Services provides accommodation for 265-280 older residents of Bendigo and surrounding areas who require low and high level care. Also known as hostels and nursing homes, our facilities are spread over multiple campuses:

Golden Oaks Complex is located in Stoneham Street, Golden Square. It includes:

- Golden Oaks Nursing Home which also incorporates Transition Care Program beds.
- Carshalton House.

Gibson Street Group is located in Gibson Street, Bendigo. It includes

- Gibson Street Complex joining Joan Pinder Nursing Home and Stella Anderson Nursing Home.
- Simpkin House consists of a memory support unit and Aged Person Mental Health Residential Aged Care Beds.

The residential services team provide high quality of care in all our residential care facilities. Our homes accommodate and care for some of the most vulnerable older people in our community. The team strives for service excellence through innovation and constantly monitoring our care standards and seeking to do things better.

CRITICAL CARE STREAM

The Critical Care Graduate Program provides an opportunity for graduate nurses to experience a mix of acuity within different departments of the Critical Care Division. Graduates will experience two six-month rotations from Cardiac Catheter Laboratory (CCL), Emergency Department (ED), Intensive Care Unit (ICU) and Ward 6A (Short Stay Observation Unit/ Assessment and Treatment Unit/ Cardiac).

Graduates will be supported in all areas to develop and consolidate clinical knowledge and skills within their scope of practice relevant to the needs of patients in their care. Support is provided by Clinical Nurse Educators, Clinical Support Nurses, Clinical Nurse Consultants, Nurse Unit Managers, nursing and interprofessional colleagues.

During the graduate program you will work 0.8 EFT. Support is provided by the Learning, Education and Development team, clinical support nurses, nurse unit managers and nursing and interprofessional colleagues. On successful completion of the program, graduates are employed in an ongoing capacity within the organisation.

MENTAL HEALTH STREAM

The aim of the Mental Health Graduate Program is to facilitate the transition from student to registered nurse within a supportive environment, offering opportunity for clinical experience and professional development in Mental Health. The program encourages consolidation of mental health nursing skills and knowledge within a holistic multidiscipline framework that also includes lived experience workers.

The Mental Health Graduate Nurse Program involves a combination of university studies, service led study requirements and workplace rotations. The program aims to support new graduates during their first year of nursing to develop the skills, knowledge, applied experience and values to become an effective member of the mental health nursing workforce. Graduates are expected to complete and submit all the required assessment tasks and hurdle requirements to receive a certificate of completion.

Each graduate is employed at 0.8 FTE and offered three, four month clinical rotations in either Child and Adolescent, Youth, Adult or Older Person Inpatient or Community Mental Health Settings. The Mental Health graduate program requires graduates to enrol into the Master of Mental Health at La Trobe University and the graduate study days attract credit points towards the university qualification. The practical material related to these subjects is incorporated throughout the 12 study days during the Mental Health Graduate Year.

Bendigo Health Mental Health and Wellbeing Service operate under a philosophy of care to deliver evidence based treatment and patient centred care, underpinned by recovery orientated principles and values. We deliver treatment and care that is sensitive to gender and culture, informed by an understanding of responses to trauma, and responsive to the contexts of patients' lives and communities. We provide care and treatment in the most appropriate and least restrictive setting. We actively engage with patients, carers, families, nominated persons, General Practitioners and the broader community. We focus on the development of relationships that are collaborative and foster patient choice and self-determination.

During the graduate program you will work 0.8 EFT. Support is provided by the Mental Health Professional Development Unit, Clinical Specialist Nurses, Preceptors, Nurse Unit Managers and Nursing and Interprofessional colleagues.

MIDWIFERY STREAM

The Graduate Midwife Program provides an opportunity for newly graduated registered midwives (Postgraduate Diploma of Midwifery, Bachelor of Midwifery or Bachelor of Nursing/Midwifery) to make the transition to professional practice in a structured and supported 12 month program. As part of the program graduates are supported to consolidate and develop clinical and professional competence, in line with the Registered Midwife standards of practice, commensurate with the expected level and experience of a beginning practitioner.

The Graduate year is supported by the midwifery education team, the broader midwifery group and the medical team within the service. Graduates will rotate through birth suites, women's ward and women's clinics. Graduates are allocated a mentor and participate in a structured learning program throughout the year. Ongoing support and mentorship is provided by the Clinical Midwifery Educators. Personal goals, feedback, practice review and debrief opportunities are offered to allow further learning. Rotations are supported by supernumerary time in specialised areas and structured study days.

The Graduate Midwife Program is performed in the Women's and Children's team located on Level 3 of the Bendigo Hospital. The team provides care to women and children from across the Loddon Mallee region and support approximately 1600 births per year. The unit has 6 birthing suites and 18 antenatal/postnatal beds. Midwives and the medical team collaborate during the patients stay to ensure they are given the best possible care. Our patients are supported by an on-call Obstetrician and Gynaecologist, Paediatric and an Anaesthetic service.

REGISTERED MIDWIFE/ REGISTERED NURSE STREAM

The Graduate Nurse/Midwife Program provides an opportunity for newly graduated double degree registered nurses and midwives to make the transition to professional practice in a structured and supported 12 month program. The program will focus on the consolidation and development of clinical and professional competence, in line with the Registered Nurse and Registered Midwife standards of practice, commensurate with the expected level and experience of a beginning practitioner.

This program is specifically designed to support dual registered graduates as they transition into the roles of Nurse and Midwife at Bendigo Health. Graduates will experience a six month rotation in Women's ward and birthing suite and a six month rotation in either neonatal or adult inpatient nursing. The midwifery rotation will focus on consolidation of knowledge and skills in caring for women and babies throughout pregnancy, birth and postnatal journey.

The nursing rotation will focus on the consolidation of knowledge and skills in caring for either neonatal patients in the Special Care Nursery or adult inpatients in an acute clinical setting. The opportunity to preference from a range of nursing rotations will be offered.

Graduates will be supported by the nursing and midwifery education teams and clinical support staff, as well as the broader departmental teams. Study days during each rotation will provide the opportunity to develop knowledge and skills.

PERIOPERATIVE/PERIANAESTHETIC NURSING STREAM

Providing a unique opportunity in perioperative and perianaesthetic nursing, a specialty Interventional Suite Graduate Nurse Program is offered at Bendigo Health. The 12 month program offers two six month rotations in Theatre (scrub/scout) and Day of Surgery Admissions (DOSAs) or Anaesthetics and Recovery.

Bendigo Health has 8 main operating theatres, 3 procedure rooms, Sterilising Department, Stage 1, 2 and 3 recovery room areas and Day of Surgery Admissions. More than 12,000 elective and emergency surgical procedures are completed every year. Staff are required to adapt quickly to emergency situations which can take place at any time during a 24 hour period, seven days a week. Emergencies can include critically ill, obstetrics' and trauma patients.

DOSA admit all patients for theatre and provide additional support through pre and post-operative calls to patients to ensure their procedure is proceeding as planned.

Graduates work 0.84 EFT (66.5hrs per fortnight) during the program. Support is provided by the nursing education team, clinical support nurses, nurse unit managers, and nursing and interprofessional colleagues.

ONGOING EMPLOYMENT

Following the successful completion of the 12 month program graduates are matched to ongoing positions at Bendigo Health. This may be in a particular unit or alternatively on our acute, mental health or residential pool. Further information will be provided during your graduate year.

Responsibilities and Accountabilities

Key Responsibilities

- Provide safe, quality nursing/ midwifery care in line with the Registered Nurse/ Registered Midwife standards for practice (Nursing and Midwifery Board of Australia), policies, protocols, guidelines and legislation.
- To develop and maintain professional nursing/midwifery standards and practice.
- Assist in the assessment, planning, delivery and evaluation of a safe and high standard of nursing/midwifery care in consultation with the healthcare team for all patients, clients, consumers, residents and their carers/families.
- Engage in effective communication so as to include the patient/resident, carers/family and healthcare team in the immediate and ongoing health care.
- Ensure all patients, clients, consumers, residents, carers/ families, visitors and other staff are treated with respect, dignity and courtesy.
- Ensure accurate documentation of patient/resident records.
- Assess the need for and provide health education for patients, residents and their families/carers within the scope of practice for the beginning practitioner.
- Work within scope of practice, accepting accountability for own actions and seeking guidance from those more experienced when limited by own level of expertise.
- Refer relevant, significant and important issues to educators/preceptors, clinical support nurses/midwives, senior staff or appropriate health care team members in a timely manner.
- Act as a positive professional role model for nursing/midwifery at Bendigo Health.
- Actively participate in and satisfactorily complete all specific requirements of the relevant Graduate Program and identify continual learning needs through reflective practice.
- Identify own learning needs and actively participate in reflection and self-review of own performance development with the nurse/midwifery educator/preceptor and nursing/midwifery managers identifying key areas for professional and personal growth.
- 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.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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. I understand that I am to be registered with the Nursing and Midwifery Board of Australia (Australian Health Professionals Regulation Agency) as a Registered Nurse and/or Registered Midwife prior to commencement of the Graduate Program.
2. I am registered with PMCV Allocations and Placements match.
3. Demonstrated knowledge of the Nursing and Midwifery Board of Australia National Competency Standards, Code of Ethics and Code of Professional Conduct for Nurses in Australia.
4. Ability to integrate theory into practice and demonstrated application of nursing/midwifery knowledge to safe clinical practice and ability to work within safe practice principles at the level of a beginning registered nurse and/or registered midwife.
5. Well-developed written, verbal and electronic communication, computer literacy and interpersonal skills.
6. Demonstrated commitment to providing safe patient centred care which focuses on the individual and their support networks which demonstrates “Excellent care. Every person. Every time.”
7. Ability and willingness to learn and operate in an environment of change with a personal approach which demonstrates values such as caring, passionate and trustworthy.
8. Demonstrated awareness of the current issues, trends and research in nursing in Australia.

Mandatory Requirements

The following mandatory requirements will be required dependent upon program and rotations:

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health’s Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health.

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

National Disability Insurance Scheme (NDIS) Check Where applicable, completion of a clear National Disability Insurance Scheme (NDIS) Check must be undertaken for all positions providing services under the NDIS. A NDIS check is required to be completed prior to commencement at Bendigo Health where the position involves working within a Disability Service or providing service under the NDIS.

Registration with Professional Regulatory Body or relevant Professional Association 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.

Drivers Licence A current Victorian driver's licence is required for this position.

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.