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UNDER THE STEWARDSHIP OF MARY AIKENHEAD MINISTRIES

POSITION DESCRIPTION

POSITION CONTEXT			
Job Title	Registered Nurse – Pathway to Specialty Practice		
Job Family	Registered Nurse	**Date Created**	NOV 2026
Classification	Victorian Public Mental Health Services Enterprise Agreement 2024-2028 NP21 - NP70 Or Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 YP3 - YP9	**Employment Status**	Maximum Term
Job Location	Melbourne	**Weekly Hours**	32 hours per week
Division	St Vincent's Hospital Melbourne	**Reports To**	Nurse Unit Manager
Direct Reports	No	**Budget Responsibility**	No

POSITION DETAILS

Our St Vincent's

St Vincent's Health Australia (St Vincent's) is a non-profit health organisation founded by the Sisters of Charity in 1857. We are renowned for industry leading research, education and the provision of exceptional and compassionate care. St Vincent's is shaping a future health and aged care system that supports people with life-changing care, wherever and whoever they are. We care for people in our public and private hospitals, at home and in our aged care residences across NSW, QLD and Victoria.

Our vision at St Vincent's is that every person, whoever and wherever they are, is served with excellent and compassionate care, by a better and fairer health and aged care system. Our 30,000 exceptional and dedicated staff together lead St Vincent's to deliver three key priorities:

- Enhance Impact: Continuously improve our care, enhancing our positive impacts for patients, people, and our planet.
- Connect Care: Work together, building "One St Vincent's" capabilities and services to create the future of connected health and aged care.
- Transform the System: Work with partners to shape a better and fairer health and aged care system.

St Vincent's also recognises its obligations under equal employment opportunity and unlawful discrimination in the workplace legislation, as a minimum standard. We are committed to diversity in the workplace and seek to create an inclusive environment that accepts everyone's differences, embraces their strengths, and provides opportunities for everyone to contribute their unique experiences to the workplace.

Role Impact

The Pathway to Specialty Practice program offers the opportunity to practice in a supportive environment and facilitates the transition into a specialty area. It allows participants to extend their clinical experience, enhance their knowledge and skills and take the next step in their career in specialty practice.

The Grade 2 Registered Nurse, practices according to the registered nurse practice standards, as defined by the Nursing and Midwifery Board of Australia (NMBA). The registered nurse is a member of the clinical multidisciplinary team and fulfils their role under the guidance and support of the Nurse Unit Manager or delegate.

The Registered Nurse is accountable for their clinical practice, at a level commensurate with their experience, currency and educational preparation. The Registered Nurse is responsible for ensuring his / her own professional development in order to maintain clinical skills and knowledge and progress their ongoing development.

The Registered Nurse is a healthcare professional and operates with compassion, integrity, excellence and justice according to the St Vincent's code of conduct and the NMBA Code of Ethics.

Managing Today

- Practices in accordance with the professional standards, codes and behaviours that are regulated through the Nursing and Midwifery Board of Australia (NMBA).
- Works collaboratively within scope of practice to ensure the efficient, effective and responsive operation of the allocated work unit.
- Supports and encourages patients and their families understanding of care delivery and care planning through effective and timely communication with patients, multidisciplinary team members, and the community.
- Ensures clinical interventions are evidence-based and consistent with policy, standard and clinical practice guidelines prescribed by SVHM.
- Liaise with patients, patient families, medical and allied health as required or requested to facilitate the delivery of high-quality patient care.
- Facilitate effective admission and discharge processes in accordance with hospital or unit guidelines.
- Is accountable for timely communication with the nursing team, multidisciplinary team and reporting outcomes of nursing interventions to the Nurse Unit Manager or delegate.
- Treats all patients, visitors and staff in a courteous and non-discriminatory manner and maintains confidentiality regarding patients and all staff.
- Takes responsibility for managing own learning needs & participates in relevant professional development programs including contribution to ongoing education initiatives within the work unit.
- Complies with mandatory & other identified training requirements specified by the NMBA & SVHM.
- Participates in the supervision, support and mentorship of students and new staff.
- Provides supervision & appropriate clinical delegation to the Enrolled Nurse, Health Assistant and pre-registration learners.
- Complies with SVHM policies and reports all actual or near miss events.
- Promotes a culture of continuous quality service improvement within the unit and participates in activities designed to continuously improve standards of service and practice.
- Attendance and participation in hospital wide nursing education program as agreed with the Nurse Unit Manager or delegate.
- Participate in ongoing professional development by attending training and study days as per the Pathway to Specialty Practice program requirements.
- Attendance and participation in discovery day/s during the program when applicable.

  Participates in all required program tasks and assessment, including professional development discussions.
- Participate in reflective practice and local clinical hurdles.
- Assist the Nurse Unit Manager of delegate in achieving activity targets.
- Observe, report and document relevant nursing findings as per hospital policy and adjust patient care accordingly.

CAPABILITIES – LEVEL 2

Core Capability		Description
Personal	Personal Effectiveness	Plans and Organises – Takes responsibility for accurate, timely work results
	Learning Agility	Adaptability – Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient / Resident-Centred	Patient Focused – Strives to meet and exceed expectations, demonstrating sound judgement

	Innovation & Improvement	Identifies Issues – Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Delivers Results – Manages own workload to deliver results
	Organisational Acumen	Understands Interdependencies – Understands the interdependencies between departments
People	Working With & Managing Others	Monitors Others – Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Collaborates – Works collaboratively within and outside the team

OUR VALUES

Compassion	**Justice**	**Integrity**	**Excellence**
Our care is an act of love. We are present as they are, and as they need	Our pursuit of what is right and just empowers us to speak and act with courage on behalf of those in need	Our actions and decisions are transparent and aligned with our values	Our services are safe and evidence-based, and we continually seek to improve in everything we do

Human Resources and Work Health and Safety

- Take reasonable care of their own health, safety and wellbeing, and that of others who may be affected by their actions or omissions.
- Follow WHS policies, procedures, safe work practices, reasonable instructions, and emergency requirements.
- Participate in required WHS training, emergency preparedness activities, and seek guidance when unsure.
- Identify, report and, where safe to do so, address hazards, incidents, injuries and unsafe conditions.
- Actively participate in consultation, risk assessments and other activities aimed at improving workplace health and safety.
- Correctly use and care for PPE, equipment and other risk controls provided.
- Report injuries early and actively support recovery at work, including participating in suitable duties and rehabilitation processes where required.
- Contribute to a respectful, inclusive and psychologically safe workplace.
- Have a deep connection to our values and purpose, knowing that caring for carers underpins how we deliver outstanding consumer care.

Leadership Commitment

- We see and care deeply for the whole person – patient, resident, client, family, carer, teammate. We are radically inclusive.
- We are kind in our thoughts, words, and actions.
- We act with courage, vulnerability, and authenticity.
- We champion equity for those most in need. We battle against inequity and harm to the community.
- We pursue “firsts” – we learn from outside and challenge what’s inside to deliver our best.
- We lead together as One St Vincent’s.
- We are extensively useful, by rolling up our sleeves.

KEY STAKEHOLDERS

Internal	• Nurse Unit Manager and nursing leadership team • Nursing staff, including Registered Nurses, Enrolled Nurses and Health Assistants • Medical and Allied Health clinicians • Multidisciplinary care teams • Education and Learning staff, including Practice & Development Nurse, Clinical Support Nurse, Specialist Practice Education	**External**	• Patients, consumers and their families/carers • General Practitioners and referring providers • Community health and support services • Residential aged care and partner healthcare organisations • Universities and education providers • Nursing and healthcare regulatory bodies

	• Coordinator and Specialist Practice Education Manager. • Students and pre-registration learners • Clinical support and governance teams		

EXPERIENCE AND QUALIFICATIONS

Experience, Knowledge, Skills, Abilities, Personal Attributes

Essential

- Demonstrated commitment to ongoing educational and professional development.
- Commitment to the Values and Health Care Philosophy of the Sisters of Charity
- Commitment to the hospitals code of conduct
- Excellent clinical nursing skills and knowledge
- Commitment to safe practice
- Demonstrated organisational skills
- Excellent written and verbal communication skills
- Demonstration of ability to facilitate team outcomes in a multidisciplinary environment
- Demonstrated ability to assist and support change
- Demonstrated ability to communicate effectively with patients, visitors and staff at all levels
- Demonstrated interpersonal skills
- Knowledge of, and commitment to, quality improvement
- Demonstrated commitment to ongoing educational and professional development
- Demonstrated understating of professional nursing issues.

Minimum Education Requirements

- Current Nursing Registration with the Nursing & Midwifery Board of Australia via AHPRA without conditions.
- Degree in General Nursing which meets the registration requirements of the Nursing and Midwifery Board of Australia.
- Successful completion of a Graduate Nurse Program, or a *minimum of 12 months* acute care nursing experience as a Registered Nurse.

Identified Position

No

PRE-EMPLOYMENT / APPOINTMENT SCREENING REQUIREMENTS

Immunisations

Category A (clinical-facing)

St Vincent's has a duty of care under work health and safety legislation to eliminate and/or control the risk of transmission of vaccine preventable diseases (VPD) in healthcare settings. You therefore must comply with the St Vincent's Immunisation Policy, which, depending on the role you perform in the organisation will require you to undergo certain immunisations/vaccinations (e.g., Covid-19 and flu vaccinations).

Physical Requirements

Clinical environment

Other Pre-Employment or Appointment Screening Requirements

St Vincent's requires that a reference check, 100 points of identification check, right-to-work check and a Nationally Coordinated Criminal History check (NCCHC) are undertaken for all roles.

REVIEWED BY

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Name: **Dr Amanda Connors**	**Position Title:** Manager Specialist Practice, Education & Learning

EMPLOYEE SIGNATURE		
Name:	**Signature:**	**Date:**