

Position Description

Position title:	Graduate Nurse Program
Department:	NICU, Gynecological and Women's Cancer, Perioperative Services and Day Surgery Unit
Classification:	Registered Nurse Grade 2 Year 1 (YP2)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Nurse Unit Manager

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The RWH Graduate Nurse has the opportunity to gain nursing experience in Neonatal Intensive Care Unit (NICU), Gynaecological and Women's Cancers Services, Perioperative Services or the Day Surgery Unit

Position purpose

The Graduate Nurse will be in the first year of professional practice as a registered nurse participating in the Graduate Nurse Program. The Program provides the opportunity for the newly registered nurse to develop confidence in the provision of care to women and/or neonates. The Graduate will be provided with formal professional development days, clinical support and orientation into their clinical area. During the Nursing rotation, the Graduate nurse is responsible for providing care to women and their families within a multidisciplinary Team environment, working collegially with other health professionals. The Graduate works under the leadership of a senior staff member, usually Associate Unit Manager, to achieve the best possible outcomes for women, mothers and infants in their care and ensures that services provided are:

- Women focused to respect the rights, needs and expectations of the woman
- Integrated and consistent
- Evidence-based
- Supportive of a learning environment for all colleagues.

Key responsibilities & Major Activities

The Graduate has responsibilities across the following areas:

Clinical Expertise/Skills

Responsible for the provision of high quality patient centered nursing care including:

- Provides individual Women centered care including the recognition of normal and abnormal signs and symptoms obtained through observation, interview, physical exam and measurement
- Communicate patient assessments and care plans effectively to the nurse in charge, the nursing team and relevant members of the multidisciplinary team
- Collaborate with members of the multidisciplinary team to identify patient care options and plans
- Appropriately assess, plan, implement, evaluate and contemporaneously document nursing care
- Identify situations where there is potential for harm and take appropriate actions to minimise or prevent harm
- Represent nursing profession in patient/family planning discussions
- Promote and facilitate early discharge planning
- Provide for the emotional needs for the individuals and seek assistance from other members of the health team to provide care and resources which are sensitive to their needs
- Promote independence of women within the health care setting by involving and equipping them with the resources they need to be an active participant in their care

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- Administer prescribed medication and maintain intravenous fluids in accordance with hospital policy
- Ensure documentation supports good communication and meets medico-legal requirements approachable and receptive to the provision of clinical assistance to others when required or requested
- Attends and participates in team / unit meetings and other service meetings as required to assist in maintaining clear lines of communication and information exchange within the team.
- Provides appropriate responses to all relevant emergency situations and takes responsibility for ensuring that all compulsory emergency training competencies have been completed.
- Actively participates in multidisciplinary handovers.
- Maintains a professional approach and respects the needs of women, visitors and other health professionals

Safe practice and environment

- Practices within the guidelines of the Women's Policies and Procedures
- Participates in the prompt, competent management of any emergency with particular attention to the safety of all patients, personnel and members of the public within the hospital
- Minimises the risk of fire, chemical, infective and security hazard to patients, visitors and fellow staff through compliance with the organisations emergency response policies and procedures
- Ensures that infection control measures in the unit comply with the organisation's Infection Control guidelines, policies and procedures
- Actively promotes waste minimisation and recycling

Practice improvement and Service development

- Completes all required mandatory competencies in a timely manner.
- Attends all Graduate Program Professional Development days

Information and data management

- Use of the Women's electronic medical record (EMR) where required to fulfil the duties of this position
- Utilise and promote use of Information Technology within the department
- Ensure that accurate information and records are maintained as stated in the hospital policy
- Ensure that all documentation meets the requirements of Health & Community Services
- Ensure patient confidentiality is maintained at all times
- Maintain an awareness and access all hospital communications (eg. email, bulletins, notes at ward meetings, communication books)
- Ensure awareness of code of conduct regarding email and internet use of hospital computers.

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Key selection criteria

Experience/Qualifications/Competencies

Essential Criteria

- Registered Nurse with AHPRA
- Demonstrated customer focus
- Demonstrated high level verbal, written and electronic communication skills
- Understanding of the commitment to the Organisation's strategic direction, and relevant policy / guidelines
- Demonstrated commitment to the professional role of the nurse in providing comprehensive care for Women and Neonates
- Current Working with Children Check
- Competent computer literacy including use of a PC, mouse, keyboard, standard Microsoft office software

Attributes

- Commitment to the values and healthcare philosophy of The Women's
- Excellent communication skills
- Ability to work individually and with the multidisciplinary team
- Ability to undertake and fulfill all aspects of the job description
- Adherence to the Hospital Code of Conduct (Code of Conduct for Victorian Public Sector Employees)
- Has a professional demeanor
- Is committed to ongoing professional development and continually identifies professional development goals and pursues opportunities for learning
- Values reflective practice / clinical supervision and accesses support, assistance, advice and debriefing as required
- Well developed interpersonal skills
- Balancing competing and conflicting priorities Time management and prioritising
- Professional demeanor

Organisational relationships

Internal relationships

- Graduate Nurse Program Coordinators
- Clinical Educators
- Nurse Unit Managers and Associate Unit Managers
- Nurse Educators
- Clinical Support Nurses
- Clinical Staff within rostered area

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- Clinical Education Team
- Medical Staff
- Allied Health Professionals

Women and their families External relationships

- External Health facilities/organisations
- General Practitioners
- External health professionals
- Community care providers

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical Demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Prolonged and Constant
Sitting – remaining in a seated position to complete tasks	Rare
Standing – remaining standing without moving about to perform tasks	Prolonged and Constant
Walking – floor type even, vinyl, carpet,	Prolonged and Constant
Lean forward / forward flexion from waist to complete tasks	Frequent
Trunk twisting – turning from the waist to complete tasks	Frequent
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting / crouching – adopting these postures to complete tasks	Occasional
Leg / foot movement to operate equipment	Occasional
Climbing stairs / ladders – ascending and descending stairs, ladders, steps	Frequent
Lifting / carrying – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5–10 kilos	Occasional
– Heavy lifting and carrying – 10–20 kilos.	Rare
Push/Pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10–20 kg	Occasional
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Rare
Head / Neck Postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers / hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Not applicable
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged and Constant
Hearing – use of hearing is an integral part of work performance	Prolonged and Constant
Touch – use of touch is integral to most tasks completed each shift.	Prolonged and Constant
Psychosocial demands	Frequency
Observation skills – assessing / reviewing patients in /outpatients	Prolonged and Constant
Problem Solving issues associated with clinical and non-clinical care	Frequent
Attention to Detail	Prolonged and Constant
Working with distressed people and families	Occasional
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Occasional

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Exposure to distressing situations	Occasional
Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	
Sitting – remaining in a seated position to complete tasks	
Standing – remaining standing without moving about to perform tasks	
Walking – floor type even, vinyl, carpet,	
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Kneeling – remaining in a kneeling position to complete tasks	
Squatting/crouching – adopting these postures to complete tasks	
Leg/foot movement to operate equipment	
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	
Lifting/carrying – light lifting and carrying less than 5 kilos	
– Moderate lifting and carrying 5 – 10 kilos	
– Heavy lifting and carrying – 10 – 20 kilos.	
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Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	
Problem solving issues associated with clinical and non-clinical care	
Working with distressed people and families	
Dealing with aggressive and uncooperative people	
Dealing with unpredictable behaviour	
Exposure to distressing situations	

Definitions used to quantify frequency of tasks / demands as above

Prolonged / Constant	70–100 % of time in the position
Frequent	31–69 % of time in the position
Occasional	16–30% of time in the position
Rare	0–15% of time in the position
Not Applicable	

Employee awareness and responsibilities

- Be aware of and work in accordance with Hospital policies and procedures, including:
 - Code of Conduct
 - Confidentiality
 - Data Accountability Framework
 - Infection Control
 - Occupational Health and Safety
 - Patient Safety

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- Performance Development Management
- Respectful Workplace Behaviours
- Risk Management
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Our vision is a future free from violence in which healthy, respectful relationships are the norm. The Women's expect all staff to contribute to a culture that promotes gender equity, respect and a safe working environment.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
- Data integrity is an essential element of clinical and corporate governance and a key performance indicator for the Women's. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery.

As a consequence, all staff are responsible and accountable to ensure that (within their area of work):

- Data recording and reporting, (including RWH external reporting) is timely, accurate (i.e. error free) and fit for purpose
- Data management system policies and control processes are complied with on all occasions
- Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for the Royal Women's Hospital to undertake a national Police check
- The Women's expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

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Statutory Responsibilities

- OHS Act 2004
- Freedom of Information Act 1982
- The Victorian Public Sector Code of Conduct
- Health Practitioner Regulation National Law Act (2009)
- Registration with Australian Health Practitioner Regulation Agency (AHPRA)

Drugs, Poisons and Controlled Substances Regulations 2006

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Employee Name:

Employee Signature:

Date:

Developed date: May 2025

Developed by: Claire Watts, Clinical Education Graduate Nurse Program Coordinator

Date of next review: May 2026

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