

# Position Description

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<b>Position title:</b>	Registered Nurse or Registered Nurse Midwife
<b>Department:</b>	Pauline Gandel Women's Imaging Centre
<b>Classification:</b>	Registered Nurse Grade 2 year 2-10 (YP3-YP11) or Registered Registered Nurse/Midwife Grade 2-10 (YS2 – YS11)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
<b>Reporting to:</b>	Midwife/Nurse Unit Manager – Pregnancy Day Care

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## 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

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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.

## **About the department/unit**

The Pauline Gandel Women's Imaging Centre provides a broad range of diagnostic services, operating Monday to Friday during business hours with an oncall for out of hours service for urgent emergency cases. The Radiology Service provides general adult, paediatric and neonatal radiology, a wide range of Fluoroscopic procedures, general and neonatal Ultrasounds, Magnetic Resonance Imaging (MRI) and Mammography, including diagnostic and interventional procedures. The Obstetric and Gynaecological Ultrasound service provides tertiary level scanning, as well as ultrasound guided procedures such as Amniocentesis, Chorionic Villus Sampling and Intrauterine Transfusion. Gynaecological procedures include Cyst Aspiration and Saline Infusions.

## **Position purpose**

Registered Nurses or Dual Registered Nurse/Midwives are responsible for strengthening health outcomes through the provision of safe, quality, holistic and sensitive care, from admission to discharge. They work collaboratively in partnership with patients, consumers and other health professionals.

## **Key responsibilities**

### **Clinical practice**

- Monitor patients by assessing, planning, implementing and re-evaluating their care, leading to exceptional patient experiences
- Consult with the multidisciplinary healthcare team as required to identify patient care options and plans
- Involve the patient and their family in decisions around their care
- Prioritise workload based on need, acuity and optimal treatment time, responding effectively to unexpected or rapidly changing situations
- Identify concerns/issues impeding efficient or safe service delivery to the Nurse Unit Manager and participate in implementing strategies for resolution
- Ensure that accurate information and records are maintained, using the Women's Electronic Medical Record (EMR) to fulfil the duties of the position
- Any other duties as required that meet relevant standards and recognised practice

### **Communication and teamwork**

- Accept accountability for own actions and seek guidance when a situation exceeds experience or knowledge, delegating aspects of care to others as appropriate
- Communicate and collaborate effectively with others to facilitate the provision of care, and actively engage in team meetings
- Support the development of others by acting as a resource to colleagues, participating in orientating, preceptoring and mentoring of students and new staff, including graduate nurses and other learners

### **Quality, safety and improvement**

- Ensure a safe environment is maintained for patients, visitors and staff by being aware of and involved in Occupational Health & Safety management of the unit

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- Participate in team development of policies, procedures, protocols and guidelines which identify evidence based best practice
- Be respectful of the needs of patients, visitors and staff and maintain a professional approach to all interactions

## Learning and development

- Participate in formal and informal education and professional development opportunities to maintain registration and to maintain an up-to-date knowledge base
- Undertake self-evaluation and professional development planning with the Unit Manager
- Complete annual mandatory competencies as required

## Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

## Key selection criteria

### Experience/qualifications/attributes

#### Essential:

- Current AHPRA registration as a Registered Nurse or dual Registered Nurse/Midwife
- Current knowledge of, and the ability to apply, nursing principles and practices in the delivery of patient care, within designated practice area
- Well developed, effective communication and interpersonal skills
- Demonstrated ability to work effectively as part of a team and build strong relationships with a wide range of stakeholders
- A strong commitment to patient safety and patient-centred care
- The ability to time manage, prioritise and problem solve
- An interest in continuous improvement and professional development
- The ability to work a rotating roster
- Embodiment of the Women's values

#### Desirable:

- Previous experience working in an Imaging or Radiology Department Post graduate qualification
- Experience in venipuncture IV cannulation(or willingness to work towards developing this skill)
- Previous experience in anaesthetics or recovery room or performing procedures using Aseptic technique.

## Organisational relationships

### Internal relationships

- Nurse/Midwife Unit Managers/Associate Unit Managers
- Patients, partners, and family members using the unit
- Multidisciplinary teams
- Other department staff members

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## External relationships

- Relevant external organisations
- Other healthcare 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
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Frequent across days and start times
<b>Sitting</b> – remaining in a seated position to complete tasks	Occasional
<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> – floor type even, vinyl, carpet,	Frequent
<b>Lean forward/forward flexion from waist</b> to complete tasks	Occasional
<b>Trunk twisting</b> – turning from the waist to complete tasks	Occasional
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Rare
<b>Squatting/crouching</b> – adopting these postures to complete tasks	Rare
<b>Leg/foot movement</b> to operate equipment	Occasional
<b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5 – 10 kilos	Not applicable
– Heavy lifting and carrying – 10 – 20 kilos.	Not applicable
<b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10 – 20 kg	Not applicable
– heavy push / pull forces over 20 kg	Not applicable
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Rare
<b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)	Rare
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift	Constant
Psychosocial demands	Frequency
<b>Observation skills</b> – assessing/reviewing patients in/outpatients	Constant
<b>Problem solving</b> issues associated with clinical and non-clinical care	Constant
<b>Working with distressed people and families</b>	Occasional
<b>Dealing with aggressive and uncooperative people</b>	Rare
<b>Dealing with unpredictable behaviour</b>	Rare
<b>Job demands</b> – high workload, tight deadlines, and competing priorities	Rare
<b>Exposure to traumatic or distressing content or situations</b> – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Occasional
<b>Role specific considerations</b>	Rare
Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
<b>Definitions used to quantify frequency of tasks/demands as above</b>	
<b>Prolonged/constant</b>	70 – 100 % of time in the position

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Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

## Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

## 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.

## Declaration

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

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**Developed date:** 6<sup>th</sup> of January

**Developed by:** Marita Walsh

**Date of next review:** 4<sup>th</sup> January 2027

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