

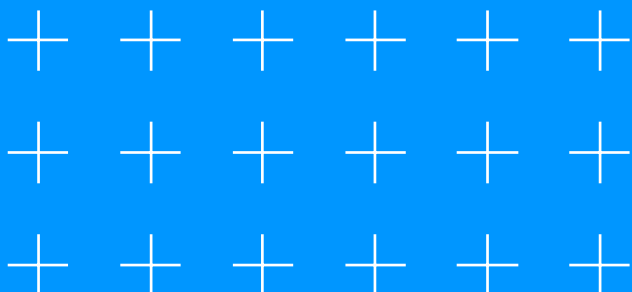


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Enrolled Nurse

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Position Title:	Enrolled Nurse
Service:	Home First, Ambulatory and Complex Care Services
Location:	The Royal Melbourne Hospital - Royal Park Campus
Reports To:	Nurse Unit Manager – Aged Care 4
Enterprise Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028
Classification:	IB60- IB75
Immunisation Risk Category:	Category A
Date of Review:	October 2026

The Medicine and Community Care service provides patient care across acute, sub-acute and community services. The Enrolled Nurse at Melbourne Health will deliver a high standard of evidence-based nursing care under the supervision of a Registered Nurse. The Enrolled Nurse assumes responsibility for their own practice based upon their level of educational preparation and competence.

- supervised clinical practice and patient care
- patient health promotion and teaching
- patient advocacy
- collaborative patient and unit management
- preceptorship to undergraduate nurses and other Enrolled Nurses

AC4 is a 25 bed ward boasting a dynamic multi-disciplinary team, as well as a supportive and rewarding environment. As a Geriatric Evaluation and Management (GEM) ward at Royal Park Campus, AC4 provides specialist care to both general GEM patients as well as Dementia specific GEM patients within a secure and safe environment.

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Maintain ongoing communication with the Registered Nurse regarding health and functional status of individuals
- Ensure adherence to organizational standards and mandatory requirements but not limited to Infection Control, Hand Hygiene, Medication Safety, Basic Life Support, Manual Handling, Risk management and Occupational health and safety
- Demonstrates critical thinking in the conduct of Enrolled Nursing practice
- Contributes to the development of an effective discharge plan and provides appropriate patient education and referral to appropriate community providers in collaboration with the Registered Nurse
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Maintain accurate and current medical records ensuring documentation meets professional and legal standards
- Is aware of the financial requirements of the department & demonstrates an awareness of cost effective nursing practice
- Provides support and care for individuals and groups within the scope of Enrolled Nursing practice

Internal	External
• Nurse Unit Manager of Ward • Associate Nurse Unit Manager • Nurse Educators • Clinical Nurse Specialists • Senior Subacute Services Manager • Patient Flow Coordinators and Clinical Nurse Manager • Medical Staff • Multidisciplinary and support staff	• Consumers • Families of consumers • Carers of consumers

Formal Qualifications:

- ### Essential:

- Desirable:

- ## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

- We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

- RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

- We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date _____