

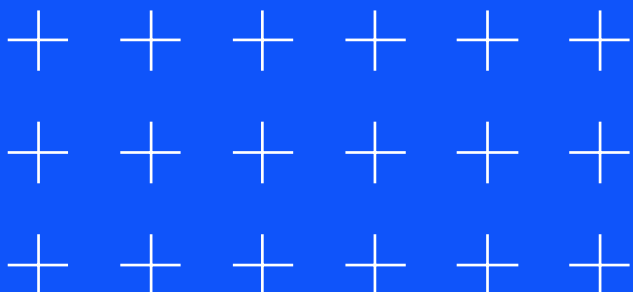


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Enrolled Nurse – Nurse Resource
Team (NRT)**



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

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.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



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.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

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 Description

Position Title:	Enrolled Nurse – Nurse Resource Team (NRT)
Service:	Nursing Services
Location:	The RMH Parkville & The RMH Royal Park
Reports To:	Assistant Director of Nursing (Nursing Workforce Unit)
Enterprise Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028
Classification:	IB69 – IB72
Employment Status:	Part Time
Immunisation Risk Category:	Category A
Date of Review:	January 2026

POSITION SUMMARY

The Nursing Workforce Unit provides a unique career opportunity for Endorsed Enrolled Nurses on the Nurse Resource Team (NRT) to work across multiple departments within the Royal Melbourne Hospital City Campus and Royal Park Campus. Shifts are managed by the Nursing Workforce Unit and are allocated according to organisational need reflecting individual nursing skills and experience.

The Royal Melbourne Hospital's clinical areas include acute medical and surgical wards, subacute, and residential care. NRT are provided with a rotating roster reflective of their contracted hours, the rotating roster is inclusive of all shift types and weekends and are available up 8 weeks in advance. NRT work under the direction of the Nursing Unit Manager and liaise with the Nursing Workforce Unit, Nursing Education team, MH multidisciplinary teams, Parkville Precinct Partners, consumers, and carers of consumers.

As an Endorsed Enrolled Nurse on NRT, you will be responsible for:

- Providing patients with safe, timely, effective, person-centred health care (STEP)
 - Maintaining a high standard of care by demonstrating knowledge and clinical skills relevant to the level of expertise
 - Providing high quality patient care in collaboration with the patient, carer, and the multidisciplinary team
 - Maintaining health and safety standards by managing risk and actively working towards implementing risk reduction strategies
 - Speaking up for safety by raising concerns about safety in a respectful manner
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KEY ACCOUNTABILITIES

General

- 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.

Position Specific

- Actively update your availability on RosterOn to meet the Nursing Workforce Unit contract requirements
- Ensure all mandatory training is kept up to date
- Accept responsibility for Continuing Professional Development (CPD) of self and actively keep a CPD portfolio as required by the Nursing and Midwifery Board of Australia
- Accepts responsibility and accountability for delegated care within own level of competence and scope of practice. Actively seeks guidance if situation/s exceed the scope of practice
- Recognise, respond, and escalate patient deterioration to the Registered Nurse for urgent clinical review
- To provide a high-quality standard of patient care including the assessment, planning, implementation, and evaluation for care in collaboration with multidisciplinary team whilst under the supervision of the Registered Nurse

KEY RELATIONSHIPS

Internal

- Assistant Director of nursing NWU
- Associate Nurse Unit Managers NWU
- Allocations Consultants NWU
- Nursing Education Department
- Area Managers and/or delegates
- Multidisciplinary team

External

- Parkville Precinct Partners
 - Consumers
 - Carers of consumers
 - Other health care organisations
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KEY SELECTION CRITERIA

Formal Qualifications:

- Diploma of Nursing
- Registration as an Endorsed Enrolled Nurse (Division 2) with the Nursing and Midwifery Board of Australia – Australian Health Practitioner Regulation Agency

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
 - Minimum of 12 months acute experience as an Enrolled Nurse
 - Medication endorsement
 - Demonstrates the ability to practice collaboratively as part of the multidisciplinary health care team
 - Demonstrate the provision of high-quality patient care
 - Well-developed assessment, problem solving and organisation skills
 - Highly motivated and willing to learn
 - Excellent communication and interpersonal skills
 - High level of reliability and professional conduct
 - Valid Working with Children's Check and Police Check
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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
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AT THE RMH WE:

- 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.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - 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.
- **First Nations Commitment**
 - 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.
- **Child Safe Standards**
 - 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.
- **Equal Opportunity and Accessibility**
 - 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.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

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.

Employee Signature

Employee Name (please print)

Date