Bendigo Community Health Services

PO Box 1121,
Bendigo Central
Victoria 3552

Reg. No. A0024004N
ACN: 136 467 715
ABN: 76 026 154 968

POSITION DESCRIPTION

Position Title:	Community Health Nurse - Medical Practice
Award:	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028
Classification:	Community Health Nurse (ZJ1)
Site:	This position is primarily based at our Eaglehawk site, however, may be required to work from any BCHS site or outreach location as negotiated.
Hours per fortnight:	60.8 hours per fortnight (0.8 FTE)
Tenure:	Fixed Term- 12 months
Position description developed:	March 2026
Responsible to:	Senior Leader Medical Practice

ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

VISION

Better health and wellbeing across generations.

PURPOSE

Supporting you and your family to live healthy lives.

VALUES

Lived and Living Experience: We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

Equity: We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

People: We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

Partnership: We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

Integrity: We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

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TEAM ROLE

The Primary Health portfolio involves the planning and provision of medical, sexual and reproductive health, chronic disease management, workplace health, multi-disciplinary centre, flood relief, podiatry, physical activity programs and social support group activity.

The Primary Health division works together to provide the community with accessible healthcare and seeks to optimise health outcomes for all patients.

POSITION ROLE

The position is responsible for providing clinical nursing services and supporting the development of patient care plans, health assessments, and the implementation of relevant Commonwealth health initiatives. Additionally, the role assists in embedding health promotion principles and the social model of health across BCHS and delivers both community and practice nursing services as part of the Medical Practice team.

POSITION RESPONSIBILITIES

The responsibilities of the position are:

- Undertake health assessments and contribute to other chronic disease care team arrangements for consumers of BCHS.
- Undertake home health assessments (onsite and offsite).
- Ensure adherence to Strive for 5 cold chain management guidelines and infection and prevention and control procedures.
- Monitor clinical stock and personal protective equipment.
- Liaise with other key organisations, networks and working groups as required.
- Assist with data collection and research initiatives as required.
- Provide nursing clinical services in areas specific to the role of a Medical Practice Nurse.
- Assist with vaccination clinics as required.
- Participate in quality improvement activities and utilise software reporting platforms.
- Maintain record keeping and data entries for target reporting.
- Maintain professional and confidential documentation of health records.
- Meet RACGP accreditation requirements.
- Provide clinical nursing services within the Community Medical Practice Team.
- Other duties as directed.

KEY SELECTION CRITERIA

Essential

1. Bachelor of Nursing with current Registered Nursing (RN) registration with the Australian Health Practitioner Regulation Agency (AHPRA).
2. ANMF Membership PII cover or Private Personal Indemnity Insurance.
3. The ability to provide comprehensive and coordinated nursing services in a general practice setting.
4. Demonstrated contemporary knowledge and skills in medications, wound management, asthma, diabetes, and chronic disease management according to qualification competencies.

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5. Demonstrated ability to work as a member of multidisciplinary team with highly developed communication skills.
6. The ability to provide sensitive practice in response to consumer diversity.
7. Ability to provide vaccination status information that meets the requirements for healthcare workers.
8. A current employee Working with Children Check (WWCC) and Driver's Licence.
9. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

Desirable

1. Best Practice software experience.
2. Intermediate to high level skills in Microsoft Office programs.
3. The ability to confidentially maintain accurate records in accordance with BCHS procedures.
4. The ability to build and develop positive relationships with both internal and external consumers.

PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

STAFF REVIEW & DEVELOPMENT (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide service delivery according to expected professional standards of best practice in clinical skills, meet defined targets and always deliver excellent customer relations.
- Demonstrate positive outcomes for consumers/staff through your intervention.
- Show evidence of an integrated service delivery approach for consumers.
- Demonstrate high level skills in all forms of communication and in administrative functions pertinent to the role.
- Work within a team environment and offer suggestions for where improvements may be appropriate for improved outcomes of service for BCHS consumers.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with the BCHS privacy and confidentiality procedures.

Communication and Teamwork:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.

- Display your capacity for self-awareness through reflection, planning and communication.

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- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

Self-Management:
Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

Administration and Documentation:
Through the use of the BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:
Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

DIVERSITY AND CULTURE
BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

CHILD SAFETY
BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

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OTHER ESSENTIAL REQUIREMENTS

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

OTHER INFORMATION

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.