

Position Description

Position title	Registered Nurse
Department / Division	Family Healthcare Support / Ambulatory Services
Classification	HITH/PAC Nurse Level 1 – CAPR 2 (YU15)
Position reports to	Operational: Manager, Family Healthcare Support Professional: Manager, Family Healthcare Support
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is A world where all kids thrive. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au

ROLE CONTEXT
The Family Healthcare Support team is a large statewide team consisting of healthcare support workers, administration staff and registered nurses. The team is responsible for the training and delivery of healthcare support across several environments, including the child's home, school or community setting. FHS works in collaboration with the RCH Complex Care Hub, Education Departments and with families supported by the National Disability Insurance Scheme to fill an identified training or support request.

ROLE PURPOSE

The purpose of the Registered Nurse role within the Family Healthcare Support Team is:

- To coordinate and deliver education, training and assessment of support workers
- To provide education on safe ways of delivering patient care with consideration of OHS requirements
- To assist with the maintenance of training materials developed for the support workforce
- To work collaboratively with the FHS office staff to provide support to support workers as required

The position is responsible for ensuring that clinical practice and delivery of care is consistent with the RCH and Australian Nurses and Midwifery standards, policies, and procedures. The role is responsible for providing education and provision of comprehensive, safe, evidence-based clinical practice across a range of contexts, to facilitate optimal health outcomes.

You are required to perform self-assessment of scope of practice and competence related to assigned responsibilities as outlined by the care delivery team; retaining responsibility for individual actions and accountability for care provided.

FHS works in collaboration with the Complex Care Hub where both departments fall within the Ambulatory Service Division. The Registered Nurse may be required to work across departments within the Ambulatory Services nursing roles.

KEY ACCOUNTABILITIES

Direct Comprehensive Care

- Educate support workers to provide clinical care in line with patient requirements ensuring continuity of care for the child and family
- Conduct comprehensive and systematic nursing assessments to ensure optimal quality of care as required.
- Assess the environment to ensure the setting is safe and appropriately configured for the provision of in-home healthcare support
- Complete workplace safety assessments to ensure practice complies with WH&S, and provide ongoing education to staff of WH&S including use of appropriate equipment etc.
- Assess the need for occupational therapy and/or physiotherapy input for child assessment in the home or to contribute to support worker training
- Liaise with the primary care team to communicate clinical concerns as required

Support of Systems

- Ensure a current child specific care plan is present at the time of training
- Ensure appropriate training information is provided to support the delivery of in-home and community care
- Work collaboratively with the FHS team to maintain information provided to support workers and families
- Utilise RCH IT programs to document and record nursing activity
- Participate in FHS improvement activities

Education

- Participate in the delivery of programmes, study days and/or education activities, in collaboration with other members of the FHS team
- Provide education and training for support workers in the theory and practice of the child's healthcare needs with a major focus on respiratory conditions
- Prioritise own workload based on the patient and family's needs allowing optimal time for intervention
- Coordinate the delivery of training and assessments for all children receiving FHS services
- Assess the support workers' knowledge and practical skills prior to the support worker caring for the child independently, every six months or as indicated
- Participate in professional development to enhance own practice

QUALIFICATIONS AND EXPERIENCE

Essential:

- Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) administered through the Australian Health Practitioner Regulation Agency (AHPRA)
- Evidence of on-going professional development as reflected in Professional Practice Portfolio
- Advanced knowledge and experience working in respiratory medicine
- Paediatric or community experience
- Experience in delivery of education

Desirable:

- Post Graduate qualification in paediatric nursing and/or clinical education or willing to work towards
- Experience in delivery of workplace assessment
- Demonstrated ability work independently with complex paediatric patients

KEY SELECTION CRITERIA

- Excellent interpersonal and communications skills
- Ability to work well under pressure and be flexible to changing priorities and environment
- Demonstrated ability to build and maintain working relationships with key internal and external stakeholders
- Demonstrated ability to work within a multidisciplinary team and autonomously as necessary
- Demonstrate excellent time management and organisational skills
- Proven ability to work independently and demonstrated initiative in performing duties
- Ability to work autonomously and to provide work in a state-wide setting, including region trips and overnight stays, where indicated

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company

- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.

Position description last updated

September 2026