

Position Description

Title	First Year Graduate Nurse	Position Reports to	Nursing Education Manager, Graduate Nurse Coordinator and Nurse Unit manager
Classification	YP2	Employment Status	Fixed Term
Enterprise Agreement	<i>Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers Enterprise Agreement 2024-2028 Agreement and any relevant successor agreements.</i>		

As Australia’s only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital’s (the Eye and Ear) has been providing care for the senses for over 160 years. The Eye and Ear has over 90 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24-hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for 160,000 outpatients, 45,000 emergency patients and over 16,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. Our focus is providing the very best patient care possible. We strive to apply new and effective models of care, invest in research and training and share our knowledge to improve eye and ear health. We will inspire and advance specialist eye and ENT care.

At the core of everything we do are our Guiding Principles:

- **Integrity** – We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect.
- **Inclusive and Accessible Care** – We are compassionate, thoughtful and responsive to the needs of our consumers
- **Collaboration** – We communicate openly, respect diversity of views and skills, and work effectively with partners and in multidisciplinary teams to deliver optimal outcomes
- **Excellence** – We give our personal best at all times, deliver exemplary care and experience, monitor performance, and seek continuous improvement through innovation

Please read our full Strategic Plan here:

<https://eyeandear.org.au/about/publications/strategic-plan/>

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The Eye and Ear is committed to the [Child Safe Standards](#).

The Eye and Ear is a smoke free environment.

Position Summary:

The Graduate Nurse is a newly registered nurse who provides safe, high-quality, patient-centred care under the supervision and support of experienced nursing staff. The role focuses on developing clinical competence, professional practice, and confidence through rotation-based clinical experience, education, and supported practice, in accordance with Nursing and Midwifery Board of Australia (NMBA) standards, organisational policies, and evidence-based practice.

Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services within the Department is in line with best evidence-based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Information Technology (IT) skills that are commensurate with the requirements of the role.
4. The transition from student to beginning practitioner requires the graduate nurse to progressively develop competence in the following areas:
 - Applying critical thinking and clinical reasoning to identify nursing problems through comprehensive patient assessment and the development of evidence-based nursing care plans
 - Building and consolidating clinical skills applicable to day-to-day nursing practice. Developing effective decision-making capabilities, including prioritisation of care and time management.
 - Further enhancing communication skills to support effective teamwork and collaborative nursing practice.
 - Applying medico-legal principles, organisational policies, and professional standards to clinical nursing practice.
 - Developing and utilising strategies to effectively manage stress and resolve conflict encountered within the clinical environment.

Quality, Patient Safety and Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the [Quality and Clinical Governance Framework](#)
- to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.

- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost-effective practice.
- Actively participate in the annual performance development cycle. Is compliant with the [Data Integrity Framework](#)

Occupational Health and Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return-to-work programs if injured, and supporting injured colleagues in their return to work.

(Statement for all nurse, doctor, orthoptist, pharmacist, pharmacy technician)

- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.
- (Statement for all medical and nursing positions)
- The requirement for Advance Life Support training will be determined for nursing and medical staff working in specific departments based on acuity.

Selection Criteria: Qualifications, Experience and Competencies

	Essential	Desirable
Qualifications	<i>Satisfactory completion of a Entry to Practice Program-meeting the eligibility requirements for application to AHPRA for Registered Nurse registration with the Nursing and Midwifery Board of Australia (NMBA).</i>	
Experience	<i>Satisfactory completion of the theory and clinical components of the Entry to Practice Program</i>	
Competencies	<i>Expected competencies aligned with those expected of a Graduate Registered Nurse</i>	

Reporting Lines

The Graduate Nurse reports to the Nurse Unit Manager for day-to-day operational and clinical matters, with a secondary reporting relationship to the Graduate Nurse Coordinator and the Nursing Education Manager.

Key Working Relationships

- Nursing Education Manager
- Graduate Nurse Coordinator
- Nurse Education Team
- Nurse Unit Managers
- Associate Nurse Unit Managers
- Nursing Staff
- Medical Staff
- Allied Health Staff
- All other hospital staff

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working with Children Check.

Author of Position Description or Manager of Position:

Name: Sonja Lavery

Date updated 27/4/26

The Eye and Ear reserve the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description.

Name: _____

Signature: _____

Date: ____ / ____ / ____