

Look and let me know



Position Description

Position Title	Cardiac Nurse
Division / Team	Client Services / Allied Health
Reports to	Allied Health Manager
Agreement / Award	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028
Classification	As per contract of employment
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	December 2025

About Ballarat Community Health

Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose

Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles

Address health inequity and inequality
Improve the health and wellbeing of our community
Have impact and be sustainable

Values

Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement

Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender

identities, sexual orientations, religious, cultural and linguistic backgrounds and financial status.

Position Summary

The Community Health Cardiac Nurse is an integral member of the multidisciplinary team responsible for the delivery of Cardiac Services. This role provides support and advice to clients, carers and the wider community of multidisciplinary professionals regarding cardiac rehabilitation and heart failure. This role is responsible for the intake, assessment and education of clients participating in cardiac rehabilitation and heart failure programs and assesses and monitor the clients progress and outcomes throughout their participation in the programs.

The Nurse will work collaboratively with the Cardiac Rehabilitation Nurse and the Respiratory Nurse and the multidisciplinary rehabilitation team to deliver and evaluate the effectiveness of cardiac programs and potential pulmonary rehabilitation program.

This role is required to develop and implement integrated services between General Practice and BCH services and external services. The Nurse provides a range of education and clinical services to patients attending the medical clinic and the community in a broader context.

The nurse assists clients to gain the information, knowledge, skills, motivation and confidence they need to adapt to life post a cardiac event, manage their condition and make decisions about their care and treatment.

This role works within the context of a multidisciplinary team. The use of self-management principles within this role is an important component which is used to implement care plans and goals, education and support of clients with a variety of chronic conditions.

Principal Areas of Responsibility

- Provides high quality patient assessment and care through the delivery of an evidence-based program
- Ensure practice is based on sound evidence based clinical practice and research
- Apply their specialist skills in assessment, diagnosis, intervention and advocacy to clients presenting with a range of cardiothoracic disorders
- Address practices that are not consistent with practice guidelines, policies and procedures and evidence-based research
- Maintain current knowledge of clinical and research developments within the field of cardiology, respiratory medicine and rehabilitation
- Engage in clinical work that is guided by evidenced based practice and in which outcomes are monitored and modifications made as required
- In consultation with the client, review and evaluation of self-management and/or education plan to enhance their progress
- Consult and communicate with the client's GP, physicians and other allied health professionals as necessary to promote best practice care across disciplines
- Work collaboratively with allied health staff and staff working within other cardiac rehabilitation health care settings (in addition to BCH) within Ballarat and regions to promote and support integrated, consistent, seamless care across the various health providers within the region
- To provide education coordination services to ensure timely access for BCH clients to education services
- Identify and assess high priority clients to streamline referrals into multidisciplinary education services and programs
- Liaise with Manager Allied Health, Allied Health Team Coordinators and other staff providing services to ensure effective, quality service delivery and client coordination
- Focus on self-management principles

- Maintenance of accurate and timely records and data entry for internal and external reporting, including patient records, letters, appointments, services and health promotion activities
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Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
 - Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
 - Continuing education to keep abreast of changes
 - To practice within the AHPRA (Australian Health Professional Regulation Agency) Nursing and Midwifery Board of Australia Codes and Guidelines
 - To maintain registration with AHPRA (Australian Health Professional Regulation Agency) as Division 1 Registered Nurse
 - To maintain competency requirements relevant to Critical Care Training
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Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
 - Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
 - Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
 - Work within professional boundaries and relevant scope of practise at all times
 - Maintain relevant professional registration
 - Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
 - Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
 - Participate in compulsory BCH training programs
 - Ensure that client and staff confidentiality is respected and upheld at all times
 - Attend and actively participate in meetings as required
 - Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
 - Participate in performance development plans and supervision
 - Participate in the organisation's continuous quality improvement programs and activities
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Qualification requirements

- Registered Division 1 Nurse
 - Post graduate Critical Care highly desirable
 - Cardiac nursing qualifications
 - Refer to BCH Staff Immunisation and Infectious Diseases Policy and Procedure for recommended vaccinations.
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Key Selection Criteria

1. Experience:

- Minimum of 3 years' experience in Cardiac Nursing is preferred
- Demonstrated sound knowledge and experience in cardiac and/or respiratory nursing
- Demonstrated application of knowledge to provide appropriate and timely and management of clients
- Demonstrated advanced clinical and patient assessment skills
- Understanding and commitment to the social model of health and the role of Community Health in Ballarat

- Broad knowledge of the health and welfare networks across the region
- An understanding of and commitment to the social model of health and early intervention principles

2. Interpersonal Skills:

- Ability to develop, deliver and evaluate health education programs
- Liaise with team members and utilise expertise to provide optimal client care
- Ability to use initiative to solve problems
- Flexible approach to work duties

3. Written Communication:

- Effective written communication skills which are clear and concise

4. Computer Skills:

- Strong computer skills with experience Word, PowerPoint and Publisher

5. Organisational Skills:

- Demonstrated client focus in all aspects of work
- Commitment to excellence and professional development

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work

Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
- BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
- The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
- The successful applicant will be required to obtain and maintain a valid NDIS Worker Screening Check whilst employed in this position.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
- BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.