



**Swan Hill**  
District Health  
*my hospital*



Respect – Professionalism – Care – Commitment – Collaboration

## Registered Nurse - Operating Theatre

An opportunity has become available for a suitably qualified and experienced Registered Nurse. We are seeking a dynamic and enthusiastic nurse with solid Peri-operative knowledge to join our theatre department. With 2 General surgeons and visiting surgeons from 6 different specialties we cover a surgical variety to consolidate or expand current Peri-operative skill. A great lifestyle awaits the successful applicant with no regular weekend or public holiday work (excluding on-call), providing ample opportunity to experience our amazing district and all it has to offer.

### We require:

- Division One Registered Nurse (AHPRA).
- Post graduate qualification in peri-operative Nursing or broad experience in Operating Suite essential.
- Demonstrated people skills highly desirable.

The position includes an attractive salary, as well as salary packaging, and a relocation allowance. Swan Hill District Health is also strongly committed to professional development.

Families move to Swan Hill and never look back. It's a combination of factors that make the region a sought after lifestyle change. Of course the Murray River, more days of sunshine per year and a welcoming community has a lot to do with it. There are also fantastic sporting clubs and recreational facilities to suit everyone. It all adds up to a great place to live, work and raise a family.

Further information contact Mrs. Donna Hartland, Nurse Unit Manager on (03) 50339262 or by email to [dhartland@shdh.org.au](mailto:dhartland@shdh.org.au).

Applications including the names of three referees should be forwarded to: Mr. Steven Wainwright, Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: [Employment@shdh.org.au](mailto:Employment@shdh.org.au).

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

**Closing date to: Wednesday, 28<sup>th</sup> March 2018**



<b>Position:</b>	Registered Nurse – Operating Suite.
<b>Classification:</b>	Gr. 2, YP2 – YP11.
<b>Department:</b>	Peri-operative Services.
<b>Reports to:</b>	Nurse Unit Manager – Peri-operative Services.
<b>Position Summary:</b>	The Registered Nurse is responsible and accountable for nursing care delivered within the Peri-operative environment as determined by the operating theatre, post anesthetic care unit and surgical services.
<b>Responsibilities:</b>	<p><b>Nursing Care:</b></p> <ul style="list-style-type: none"> <li>Assess, plan, organize, evaluate and deliver nursing care within the peri operative services area in accordance with the ethical and legal requirements of the AHPRA, Australian Council of Operating Room Nurses and SHDH and unit policies and procedures.</li> <li>Ensure a safe environment for patients, staff and others affected by peri operative nursing practice.</li> <li>Practice nursing within the limits of professional knowledge and expertise in accordance with safe peri operative nursing practice.</li> <li>Seek support and assistance as required and work effectively as a member of the peri operative nursing team to provide for the patient's needs and to ensure a high standard of patient care.</li> <li>Contribute to a positive culture that facilitates effective patient outcomes within a dynamic environment.</li> <li>Participate in decision making in relation to day to day operations and clinical care.</li> <li>Participate in the on call roster to ensure a safe service is available outside of usual operating hours.</li> </ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>Refer complex matters to the NUM/ANUM including issues outside of policy and procedure and unusual care requirements</li> <li>Accept bookings and liaise with the surgical team to ensure efficient use of operating room time and other resources</li> <li>Deputies for the NUM/ANUM as required.</li> <li>Utilize effective oral and written communication within a multidisciplinary team environment regarding patient treatment, care and progress to ensure optimal care and positive professional relationships.</li> </ul>
<b>Key Selection Criteria</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Registered Nurse (division 1) with AHPRA.</li> <li>Understanding of evidence based nursing theory and practice.</li> <li>Knowledge and understanding of National Standards and Accreditation.</li> <li>Well-developed interpersonal and communication skills.</li> <li>Experience in operating theatre and/or anaesthetic and post anesthetic care nursing.</li> <li>Computer literacy</li> </ul> <p><b>Desirable:</b></p> <p>Post graduate peri operative nursing qualification, working towards same or willingness to undertake.</p>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2016-2020.

<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> <li>• We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their careers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Just Culture:</b>	<p>All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.</p>
<b>Hardwiring for Excellence</b> <b>Values - Standards of Behaviour</b>	<p>SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Date Written</b>	January, 2009
<b>Reviewed:</b>	January, 2014 January, 2016 February, 2018
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants curriculum vitae

**Position Applying for**

## General Information

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin?    No       Aboriginal       Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category?       Yes    No

Are you an Australian Citizen or Permanent Resident:  Yes    No

If no, what is your current Visa status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Do you require sponsorship?       Yes    No

Where did you hear about the position you are applying for?

Newspaper

Internet

Swan Hill District Health Website

## Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is casual / relieving** unless otherwise indicated.

- 6 months probationary period
- Requirement to work any shift
- Requirement to work in any department (rotation)

**Hours of Work** – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: \_\_\_\_\_

**Normal hours of work** are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

### Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

#### Disclosure advice:- (to be completed by the applicant)

---

---

---

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: \_\_\_\_\_ Date: ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

#### Enquiries:

Email address: [hrmanager@shdh.org.au](mailto:hrmanager@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585