



Swan Hill
District Health
my hospital



Respect – Professionalism – Caring – Committed – Collaboration

Position Vacant

Registered Nurse – Palliative Care

An exciting opportunity exists for a full or part time Registered Nurse to join our professional and committed workforce at Swan Hill District Health.

The Palliative care vacancy is a fantastic opportunity for an experienced Registered Nurse wishing to extend their skills with a team of three staff. The position will involve working in a dynamic department that services communities of Swan Hill Rural City Council, Gannawarra and Buloke Shires.

For further information contact Catherine Kemp, Palliative Care Manger
E:ckemp@shdh.org.au or 5033 9236.

Applications including the names of three referees should be forwarded to: Human Resources Manager Email: Employment@shdh.org.au or address to Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria.
Email applications are preferred.

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

Closing date: Friday, 22nd June 2018

Previous applicant need not reapply



Position:	Palliative Care – Registered Nurse
Classification:	YT11 (Grade 3A Year 1)
Department:	Palliative Care
Reports to:	Nurse Unit Manager
Position Summary:	The registered nurse is to promote and enable, through excellent nursing skills, good palliative care to patients and their families.
Responsibilities:	<p><u>Clinical Care:</u> <i>Outcome:</i> Optimal palliative care is provided to patients and their families/carers which comply with the current edition of the Standards for Providing Quality Palliative Care.</p> <ul style="list-style-type: none"> • Assess, advise, support and educate the individual, their carers and family and professionals involved in care. • Provide direction and support for members of the health care team regarding treatment and care as well as arrange referral to other service providers as the need arises ensuring timely and appropriate support is available. • Promote access to and use of palliative care services. • Optimal palliative care is provided to bereaved clients which comply with the current education of the Department of Health's bereavement Support Standards for Specialist Palliative Care Services. • Provide bereavement support in line with the Bereavement Support Standards under the guidance of the Bereavement Co-ordinator. <p><u>Management Responsibilities:</u> <i>Outcome:</i> Palliative Care Services are managed in a way that ensures effective and efficient use of resources.</p> <ul style="list-style-type: none"> • Participate in team/departmental meetings and other organisational meetings as required. • Participate in staff development and training as required. • Assist in development and review policies and procedures relating to palliative care provision. • Participate in research and activities aimed towards developing and improving palliative care as required. • Maintain accurate records, statistics and reports as needed. • Participate in service development as required. • Undertake specific projects as directed by the Palliative Care Co-ordinator. • Participate in Community Palliative Care Volunteer's Group acting as a skilled resource as required. • Relief cover of Co-ordinator as needed when CNS unavailable. <p><u>Legal Responsibilities:</u></p> <ul style="list-style-type: none"> • Maintains accurate records and statistics. • Maintains strict confidentiality of all personal information.
Key Selection Criteria:	<ul style="list-style-type: none"> • Registered Nurse, div. 1. Post Graduate Certificate in Palliative Care is high desirable. Excellent communication skills and recent experience in palliative care essential. Minimum 3 years post completion of training. • Current Victorian drivers licence.



	<ul style="list-style-type: none"> Hours as negotiated.
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2016-2020.
Infection Control:	<ul style="list-style-type: none"> Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> Each staff member is expected to demonstrate a commitment to best practice. 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. All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers 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 & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Just Culture:	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.
Hardwiring for Excellence Values - Standards of Behaviour	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.
Privacy and Confidentiality:	<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>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> Take reasonable care for your safety and the safety of others while at work. Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. Advise your supervisor if you have an injury or illness that may affect



	<p>your ability to perform the inherent requirements of your position.</p> <ul style="list-style-type: none">• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.• Complete all Mandatory training requirements as identified and directed.• Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Review:	Completion of My Work Plan on a yearly basis.
Date Written Reviewed:	Feb 2006, Jan, 2009, Mar 2011, Aug 2013, Sept 2014, May 2018
Managers Name:	Mrs. C. Kemp
Managers Signature:	
Employees Name:	
Employees Signature:	



Application for Employment Form

To be attached to application

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	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>
Are you of Aboriginal/Torres Strait Islander Origin? <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <i>(This question is voluntary)</i> Do you wish to be identified under this category? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you an Australian Citizen or Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what is your current Visa status – Visa type _____ Expiry date/...../..... Do you require sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Where did you hear about the position you are applying for? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> 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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585