



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



Respect – Professionalism – Caring – Committed – Collaboration

## **ASSOCIATE NURSE UNIT MANAGER Midwifery Unit (Minimum .8 FTE)**

Applications are sought from suitable qualified & experienced RN's seeking to further develop their clinical & management skills in an ANUM role in Midwifery.

We are looking to increase ANUM FTE by a minimum 0.8FTE.

For more information on this role please contact our Midwifery NUM Paulette Prinsloo on (03) 5033 9302 or email [pprinsloo@shdh.org.au](mailto:pprinsloo@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: 25<sup>th</sup> July, 2018**



<b>Position:</b>	<b>Associate Charge Nurse</b>
<b>Classification:</b>	Grade 3A or 3B (Y11-YW12)
<b>Department:</b>	Midwifery Unit
<b>Reports to:</b>	NUM Midwifery
<b>Position Summary:</b>	<ul style="list-style-type: none"> <li>To support the Nurse Unit Manger in leading and managing the unit in line with Swan Hill District Health's policies and procedures, and the Strategic Plan.</li> <li>As a senior member of the nursing team, provide and promote safe and quality nursing care and as dictated by the Australian Nursing and Midwifery Council (ANMC) national competency standards, the Code of Ethics and the Code of Professional Conduct for midwives in Australia.</li> <li>To deputise for the NUM in their absence. To practice and promote continuous improvement and a culture of learning and evidence-based practice.</li> </ul>
<b>Responsibilities:</b>	<p><b><u>Patient Care:</u></b></p> <ul style="list-style-type: none"> <li>Demonstrate commitment to the provision of care, which focuses on the neonate and their family.</li> <li>Respect the dignity, culture, values and beliefs of the family and their right to informed decision-making in the provision of care to the neonate.</li> <li>Integrates the best external evidence with individual clinical expertise and encourages informed decision making.</li> <li>Maintain a physical and psycho-social environment which promotes safety, security, confidentiality and optimal health care for patients and family.</li> <li>Conduct comprehensive and systematic assessment of patients and their families to then plan, implement and evaluate care interventions with a family centred approach.</li> <li>Respond to clinical changes in patient condition and initiate intervention and consultation with relevant members of the multidisciplinary team as required.</li> <li>Identify actual and potential health problems through accurate interpretation of data.</li> <li>Respond effectively to emergency situations.</li> <li>Demonstrate competency in performance of technical skills relevant to level of expertise.</li> <li>Provides domiciliary care to women/infants in the Swan Hill District Hospital midwifery domiciliary care catchment area.</li> <li>Encourages and supports breast feeding practices and prepares patients for ongoing infant nutrition following discharge.</li> <li>Reports incidents and accidents and completes associated documentation in a timely manner.</li> </ul> <p><b><u>Leadership/Management:</u></b></p> <ul style="list-style-type: none"> <li>Provide leadership and be professionally accountable for the standard of nursing care provided.</li> <li>Demonstrate leadership and be a mentor and resource to the junior staff including students and graduate midwives.</li> <li>Delegate aspects of care according to role, functions, capabilities and</li> </ul>

	<p>learning needs.</p> <ul style="list-style-type: none"> <li>• Ensure staff are aware of their professional responsibilities and medico-legal obligations.</li> <li>• Aware of the ability of other midwives and clerical staff and ensure that they work within their competencies and education.</li> <li>• Accept in charge responsibility in the absence of the Unit Manager and as required.</li> <li>• Attends and participates in Ward meetings on a regular basis, and in-patient conferences and in other nursing related meetings.</li> <li>• Counsels staff regarding their work related strengths and weaknesses and participates in My Work Plan.</li> <li>• Participates in orientation of new staff/students.</li> <li>• Assists with staff rostering.</li> <li>• Assumes responsibility for designated portfolio.</li> <li>• Counsel staff as appropriate and as necessary and seek advice regarding ongoing problems.</li> <li>• Demonstrate high-level problem-solving techniques including problem identification, analysis and solution.</li> <li>• Ensure effective levels of communication, both with staff within the unit, community based professional colleagues and with other internal departments.</li> <li>• Participate in multidisciplinary team meetings, case reviews, reviews of standards and specific unit practices.</li> <li>• Undertake annual performance enhancement and identify learning needs.</li> <li>• Demonstrates an informed and sensitive approach to industrial issues.</li> <li>• Active in own ongoing professional development and actively encourages a supportive learning environment within the unit.</li> <li>• Participate in orientation, preceptorship and mentoring of new staff and students.</li> <li>• Actively participates in clinical education of staff and assists colleagues to meet their identified objectives.</li> <li>• Ensures that all staff participates in continuing education and that access to any hospital program is arranged in an equitable manner.</li> </ul>
<b>Key Selection Criteria</b>	
<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>	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. 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.
<b>Just Culture:</b>	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.
<b>Hardwiring for Excellence Values - Standards of Behaviour</b>	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.
<b>Privacy and Confidentiality:</b>	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. 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.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <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> <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>	February, 2018
<b>Reviewed:</b>	
<b>Managers Name:</b>	Ms. Paulette Prinsloo
<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

<b>Position Applying for</b>	
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## General Information

<b>Name</b>	
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<b>Address</b>	
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<b>Contact</b>	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>
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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                          Date of Grant ...../...../.....  
 If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....  
 Place/Country of issue: \_\_\_\_\_ Issue Number : \_\_\_\_\_  
 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 (*with a review at 3 months.*)
- 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)

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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: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585