



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



Respect – Professionalism – Care – Commitment – Collaboration

## Nursing Supervisor

Applications are sought from Experienced RN's ideally with Midwifery Qualification to work in both Acute In-Patient and Hospital Nursing Supervisor roles. Rotations in midwifery will also be available for successful RN's with midwifery qualifications.

### **Swan Hill District Health, 'My Hospital'**

Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes:

- Advanced training opportunities
- A professional and committed workforce
- Variety in work and a sense of achievement for the community

We are located on the Heart of the Murray River, around 3.5 hours from Melbourne. Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community.

For more information on this role please contact Jo O'Grady on (03) 5033 9248 or email [jogrady@shdh.org.au](mailto:jogrady@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.

**Closing Date: Wednesday 30<sup>th</sup> August, 2018**



<b>Position:</b>	Nursing Supervisor
<b>Classification:</b>	ZB5
<b>Department:</b>	Clinical Services
<b>Reports to:</b>	<b>ADON/Executive Officer Clinical Services</b>
<b>Position Summary:</b>	To co-ordinate the provision of safe, effective, evidence based and person centered care throughout the hospital in the after-hours period.
<b>Responsibilities:</b>	<p><b><u>Patient Care:</u></b> <b><i>Leadership and Management:</i></b> The Nursing Supervisor monitors work practices and management strategies which increase efficiency and effectiveness within nursing services.</p> <p>Performance Indicators:</p> <ul style="list-style-type: none"> <li>• Assumes overall responsibility for the management of the hospital for the rostered shift.</li> <li>• Assists in of nursing policies and procedures development.</li> <li>• Provides support for Nurse Unit Managers and assists them in staff management, rounding and HWE activities in the after-hours time.</li> <li>• Supports specific projects which involve the Clinical Services division and encourages nursing staff engagement in such projects.</li> <li>• Participates and contributes in appropriate meetings and other forums to provide an after-hours perspective.</li> <li>• Deputises for ADON and/or Executive Officer – Clinical Service when required.</li> </ul> <p><b><u>Clinical Care:</u></b> Outcome: Care in all clinical units and departments is delivered in a manner which is clinically appropriate.</p> <p>Performance Indicators:</p> <ul style="list-style-type: none"> <li>• Ensures all nursing documentation meets required standards.</li> <li>• Maintains a sound knowledge of contemporary nursing and nursing Issues.</li> <li>• Develops and implements strategies to deal with issues relating to After hours nursing services.</li> <li>• Provides a nursing co-ordinating function in consultation with NUMs/ANUMs to monitor workloads and patient acuity and arrange Required nursing resources.</li> <li>• Offers direct assistance when requested by senior staff in various Wards and departments.</li> <li>• Acts as a midwife resource as/when indicated.</li> </ul> <p><b><u>Human Resource Management:</u></b> Outcome: Nursing resources are managed in a manner that reflects employment legislative requirements including Safe Patient Care Act, merit and equity principle, industrial relations and Occupational Health &amp; Safety principles and practice.</p> <ul style="list-style-type: none"> <li>• Performance Indicators:</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of budgetary impacts associated with the employment of various staff.</li> <li>• Participates in negotiations and discussions to identify human, physical and financial requirements relating to nursing resources particularly nursing rosters.</li> <li>• Participates in dispute resolution and conflict management processes.</li> <li>• Completes My Work Plans with bank nursing staff as requested.</li> </ul> <p><b><u>Safe Practice and Environment:</u></b>  Outcome:  Work practices comply with Infection Control, Occupational Health &amp; Safety and Emergency Policy &amp; Procedures.</p> <p>Performance Indicators:</p> <ul style="list-style-type: none"> <li>• Familiarise self with policy and procedures as detailed in relevant manuals.</li> <li>• Complies with requirements relating to annual update on Infection Control, Occupational Health &amp; Safety and BLS.</li> <li>• Demonstrates knowledge of the appropriate actions to be taken concerning potential threats, incidents, accidents or occurrences in the organisation to ensure the safety of staff, patients, residents and visitors.</li> <li>• Participates in product evaluation and review of existing products and equipment used by nursing services.</li> <li>• Analyses patient incident reports and conducts trend analysis for reporting to Patient Care review Committee.</li> </ul> <p><b><u>Information Management:</u></b>  Outcome:  Appropriate information flow is maintained throughout the organisation to ensure efficient and effective management of nursing and other services.</p> <p>Performance Indicators:  Maintains a working knowledge of the various clinical information management systems – iPM, EDIS, BOS and Management Advantage.  Accesses medical records from HIM as requested by ED, Mid or Acute.</p> <p>Legal Responsibilities:</p> <ul style="list-style-type: none"> <li>• Maintains accurate records and statistics.</li> <li>• Maintains strict confidentiality of all personal information.</li> </ul> <p><b><u>Safety Responsibilities:</u></b>  It is the responsibility of each Clinical Services Division staff member to:</p> <ul style="list-style-type: none"> <li>• Report accidents, incidents and potential hazards promptly to their departmental head;</li> <li>• Be familiar with emergency and evacuation procedures;</li> <li>• Comply with Occupational Health &amp; Safety requirements;</li> <li>• Take reasonable care of the health and safety of others.</li> </ul> <p><b><u>Inservice Education:</u></b>  It is the responsibility of each staff member to:</p> <ul style="list-style-type: none"> <li>• Attend an annual infection control update;</li> <li>• Attend an annual fire extinguisher demonstration.</li> </ul>
<p><b>Key Selection Criteria</b></p>	<p>Registered Nurse, div. 1 MMBA ideally with midwifery qualification.  Relevant post graduate clinical and tertiary management qualifications.  Excellent communication and interpersonal skills. Computer literacy essential.  National Police Record check.  Understanding of and competence in basic and advanced life support techniques, including airway management, ventilation support and circulatory support.  Basic computer literacy.</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>	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</b> <b>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>	<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>	All employees must be aware of and complete designated mandatory training within the required time frame.
<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</li> </ul>

	<p>your ability to perform the inherent requirements of your position.</p> <ul style="list-style-type: none"> <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>	<p>July, 1998  Revised August, 2000  Revised April, 2001  Revised May, 2002  Revised July, 2004  Revised May, 2005  Revised March, 2007  Revised March, 2011  Revised August 2018.</p>
<b>Reviewed:</b>	
<b>Managers Name:</b>	Mrs. K. Wright
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



### 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