



Swan Hill
District Health
my hospital



Respect – Professionalism – Caring – Committed – Collaboration

NURSE UNIT MANAGER SUB-ACUTE

Our brand new Sub-Acute facility is expected to be completed by the end of 2018. This will be a great opportunity for the successful applicant to establish processes and work in a new facility.

Applications are sought from suitable qualified & experienced registered Nurses seeking to further develop their clinical & management skills in a NUM role.

After More Info?

For more information on this role please contact our EO Clinical Services Mrs. Kathy Wright on (03) 5033 9250 or email kwright@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

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



Position:	NUM Sub Acute
Classification:	YZ11-YZ33
Department:	Subacute Services
Reports to:	Executive Officer – Clinical Services
Position Summary:	The effective management of the Sub-Acute Inpatient Unit comprising a mix of GEM, rehabilitation, hospice and TCP services.
Responsibilities:	<p>Co-ordination of nursing activities and related multidisciplinary services for the provision of safe quality patient care with other members of the specialist teams for each of the patient/client cohort.</p> <p>Lead, direct and co-ordinate care within the Unit.</p> <p>Facilitate collaborative teams in the delivery of patient care.</p> <p>Establish and maintain the use of evidence based practice in the delivery of nursing care.</p> <p>Maintain knowledge of contemporaneous nursing practice.</p> <p>Ensure own and other nurses' practice is compliant with organizational and professional standards.</p> <p>Use patient and carer feedback to inform service delivery.</p> <p>Enable a culture of enquiry and questioning about the practice of nursing within the Subacute Unit.</p> <p>Ensure efficient and effective utilization of resources to deliver co-ordinated patient/client care.</p> <p>Facilitate performance improvements within the Unit and for individuals employed within the Unit.</p> <p>Manage unit staff to facilitate growth and development.</p> <p>Monitor and maintain a safe environment for patients, staff and visitors in collaboration with relevant departments and teams.</p> <p>Meet all internal and external reporting requirements and timelines associated with these.</p> <p>Support all staff in delivering person centred, goal oriented care with a focus on optimising functional independence to facilitate discharge options.</p> <p>Supervise technical nursing activities and perform specific nursing treatments as/when required.</p> <p>Participate in all required meetings including budget, client progress, Clinical Services Department Heads, Organisational wide Department heads, DHHS forums and others as invited.</p> <p>Ensure medical review and liaison with VMO to support a team approach to care planning and delivery.</p> <p>Meet all Q&R Unit requirements in terms of compliance and quality improvement activities.</p>

Key Selection Criteria	<p>Eligibility for NMBA division 1 nurse registration.</p> <p>Minimum three (3) years post graduate experience ideally including qualification/experience in gerontology, rehabilitation or palliative care nursing.</p> <p>Demonstrated understanding of case management, care co-ordination and community based care options.</p> <p>Working knowledge of My Aged Care portal, computer literacy and financial management .</p> <p>Well developed communication and interpersonal skills.</p> <p>Sound time management skills, flexibility and agility in managing a multifaceted service profile.</p> <p>Understanding of, and experience in, change management as it applies in the clinical workplace.</p> <p>Ability to work as an effective team member and establish positive and collaborative relationships across the organisation.</p>
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:	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

	<p>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 your ability to perform the inherent requirements of your position. • 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:	
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	

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: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585