



**Swan Hill
District Health**
my hospital



Respect – Professionalism – Care – Commitment – Collaboration

Registered Nurses

Emergency Department

Applications are invited from Registered Nurses for our Emergency Department.

For more information contact Mrs. Trish Oxley, Ph: 5033 9231 or E: toxley@shdh.org.au.

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 mighty 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.

- Our main street boasts a vibrant shopping centre with high quality restaurants and no traffic congestion.
- You'll find affordable housing, safe spaces for kids, swimming pools, quality education options and a healthy lifestyle.
- Imagine breakfast by the riverside, 18 holes at Murray Downs Golf Club, water-skiing at Lake Boga, Lake Charm and fishing for the mighty Murray Cod

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.

Closing Date: Wednesday 21st March, 2019



Position:	Registered Nurse
Classification:	Grade 2 (YP3 – YP9)
Department:	Emergency Department
Reports to:	Nurse Unit Manager
Position Summary:	
Responsibilities:	<p><u>Patient Care:</u></p> <p><i>Outcome:</i> Clinically appropriate care is delivered in a therapeutic environment by competent professionals who comply with all legal and organisational requirements.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> • Nursing assessment and documentation which is timely, complete and accurate. • Involvement of patients and their relatives/carers in planning care and formulating outcomes relating to the episode of care. • Provides direct care to patients according to triage classification. • Participates in a team based approach to patient care. • Demonstrates involvement in continuing clinical education for self. • Promotes evidence based clinical practice. • Interacts positively with patients/carers to enhance the therapeutic relationship. • Applies the principles of “No Lift” in the care and transfer of patients. • Liaises with Ward Staff to ensure appropriate and timely transfer of patient for ongoing care. <p><u>Management:</u></p> <p><i>Outcome:</i> The Unit is managed in an efficient and effective way in which optimises outcomes for residents, families and staff.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> • Participates in all relevant department meetings and represents unit/department as required/requested by the Nurse Unit Manager. • Participates in collaborative rostering, which is cognitive of organisational, industrial and individual staff requirements. • Liaises with other multidisciplinary organisations to enhance patient care. • Assumes responsibility for particular portfolio(s) within the department and reports actively to all nursing staff as required.
Key Selection Criteria	<p>Nursing Professional development activities are maintained and progressed within the Emergency Department.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> • Maintenance of current knowledge of trends in nursing practice utilising all appropriate study methods.

	<ul style="list-style-type: none"> • Demonstrates a commitment to quality improvement and actively participates in the ACHS EQUiP process. <p>Maintenance of membership of relevant professional interest groups</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:	<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

	<p>work.</p> <ul style="list-style-type: none"> • 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:	<p>August, 1991 Revised April, 1994 Revised May, 1995 Revised January, 1998 Revised September, 1998 Revised March, 2000 Revised August, 2000 Revised November, 2000 Revised May, 2002 Revised July, 2004 Revised June, 2005 Revised March, 2011 Revised May 2018</p>
Managers Name:	Mrs T. Oxley
Managers Signature:	
Employees Name:	
Employees Signature:	



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	
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General Information

Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

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 Social Media (Facebook)

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)

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