



**Swan Hill
District Health**
my hospital



Respect – Professionalism – Care – Commitment – Collaboration

Enrolled Nurses

Sub-Acute/Aged Care

Applications are invited from suitably qualified Medication Endorsed Enrolled Nurses for our new Sub-Acute Unit / Aged Care Campuses.

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

For more information contact Mrs. Melinda Hennessey, Ph: 5036 4568 or
E: mhennessey@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.

Closing Date: 21st March, 2019



Position:	Enrolled Nurse
Classification:	1B60 - 1B72
Department:	Subacute / Residential Aged care
Reports to:	Director of Nursing
Position Summary:	The Enrolled Nurse practices with, and under the supervision of, the Registered Nurse and assists in the provision of nursing care.
Responsibilities:	<p><u>Resident Care:</u> <i>Outcome:</i> Clinically appropriate care is provided by qualified staff in accordance with professional standards of practice and divisional and organisational policies and procedures. <i>Performance Indicators:</i></p> <ul style="list-style-type: none"> • Assesses resident/clients care needs and provides nursing care which is individualised and responsive to resident needs. • Recognises emergency situations, seeks necessary assistance and provides appropriate care. • Performs nursing procedures and delivers care under the direction of and in consultation with the Registered Nurse, Div. 1. • Accurately records and reports any change in resident observations and condition. • Documents resident/clients care assessment plan and evaluation in accordance with ACFI documentation requirements. • Ensures that care delivered complies with Swan Hill District Hospital and Clinical Services Division policies and procedures. • Works with Activity/Recreation Support and allied health Workers to maximise resident/clients functional ability and social interaction incorporating group activities as appropriate. • Accepts responsibility for facility resource usage including notification of depleted stock lines and correct cleaning, storage and maintenance of equipment. • Participates in unit meetings on a regular basis, and in other nursing related meetings as appropriate. • Assists resident/client to carry out therapy programs designed by Allied Health Professionals. • Administers medication as per the Extended Scope of Practice Medication Administration Endorsed Nurse as applicable. • Informs Registered Nurse in Charge of any change in resident's/clients condition or concerns regarding resident/Client.
Key Selection Criteria	<ul style="list-style-type: none"> • Actively pursues professional development opportunities to maximise knowledge of contemporary nursing issues and current clinical practice. • Assists with health teaching for residents/clients and their families and significant others. • Assists with support of Diploma of Nursing students by acting as an appropriate role model and preceptor. • Demonstrates good inter-personal and communication skills. • Satisfactory National Police Check • Current APHRA registration.

	<ul style="list-style-type: none"> • Previous experience in Aged Care/ Subacute highly regarded. • Physically able to meet inherent requirements of the role.
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. • Participate in staff immunization programs as appropriate.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to evidence based practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality care. • All staff will participate in quality improvement activities aimed at improving resident 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

	<p>reporting system.</p> <ul style="list-style-type: none"> • 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	Feb 14
Reviewed:	Revised June 2015 Revised May 2018 Revised Nov 2018 Revised Feb 2019
Managers Name:	Mrs. Marita Allen Ms. Ariana Stefan Ms. Melinda Hennessey
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	
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General Information

Name	
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Address	
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Contact	<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 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