



Swan Hill
District Health

Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

CASUAL NURSE BANK POSITIONS **Registered Nurses & Enrolled Nurses**

Swan Hill District Health are seeking applications for suitably Registered and Enrolled Nurses interested in joining our Casual Nurse Bank Team.

Nurse bank is a great opportunity for flexible employment to suit your lifestyle and also provides the opportunity to explore different department's to find your preferred area of work.

About You:

- Relevant AHPRA registration
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

About us: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Free onsite car parking
- ◆ Salary Sacrifice/Packaging
- ◆ Discounted Corporate gym memberships
- ◆ Professional Development opportunities
- ◆ Employee Assistance Program

To apply for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Kate Anderson, Deputy Director of Nursing
Ph: (03) 5033 9248 or E: kanderson@shdh.org.au

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Position:	Registered Nurse
Classification:	Grade 2 (YP3 – YP11)
Department:	Casual Nurse Bank All Areas
Reports to:	Nurse Unit Manager / Director of Clinical Care
Position Summary:	Grade 2 RN suitably qualified to work all area's with our team of innovative and multidiscipline focussed professionals.
Responsibilities:	<p><u>Patient/Consumer/Client Care:</u> Outcome:</p> <ul style="list-style-type: none"> • <i>Patient care complies with standards legal requirements and best practice guidelines and is delivered in a safe and harmonious environment.</i> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> • Provides direct nursing care to allocated patients. • Provides clinical information regarding patients to members of the health care team. • Liaises with other nursing medical and allied health professional staff to achieve high quality nursing care. • Conforms to Swan Hill District Hospital and Clinical Services Division policies and procedures. • Participates in patient handover. • Checks, records and administers medications according to regulations. • Reports incidents and accidents and completes documentation as required by Nurse Unit Manager/ Associate Charge Nurse. • Carries out other duties as delegated by the Nurse Unit Manager/Associate Charge Nurse. • Ensures the safety of patients, visitors and staff and the security of hospital property and equipment. • Ensures all care given is documented in a way that meets organisational and professional requirements. • Performs technical nursing activities to level of education and experience to optimise patient outcomes. • Supervises and assist enrolled nurse to ensure appropriate care for patients within the Ward. • Refrains from imposing personal values, attitudes or beliefs when making decisions and providing care. <p><u>Management:</u> Outcome:</p> <ul style="list-style-type: none"> • The Unit is managed in an efficient and effective way in which optimises outcomes for residents, families and staff. <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> • Assumes charge of ward/unit when the Nurse Unit Manager or Associate Nurse Unit Manager is absent. • Attends and participates in the ward/unit meetings on a regular basis, and in patient/family care conferences as required. • Participates in orientation of new staff. • Assists with collaborative rostering.

	<p>Education: Outcome:</p> <ul style="list-style-type: none"> The Ward provides a supportive environment conducive to teaching and learning. <p><i>Performance Indicators:</i></p> <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 outpatients and their families and significant others. <p>Legal Responsibilities: Functions in accordance with legislation and common law affecting nursing practice.</p>
Key Selection Criteria	<p>Essential:</p> <ul style="list-style-type: none"> Registered Nurse (division 1) with AHPRA. Understanding of evidence based nursing theory and practice. Knowledge and understanding of National Standards and Accreditation. Well-developed interpersonal and communication skills. Experience in acute medical, surgical & palliative care Computer literacy Current National Police Record Check Current "Working with Children Permit" Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2021-2024.
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
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>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.</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>

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 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.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	May 2014, April 2018, Dec 2020, January 2021
Current:	Feb22
Managers Name:	NUM of unit working in Director of Clinical Care for employment matters
Managers Signature:	
Employees Name:	
Employees Signature:	



Position:	Enrolled Nurse – Casual Bank
Classification:	1B66-1B72 as applicable
Department:	Casual Nurse Bank, Aged Care, Sub-Acute
Reports to:	Nurse Unit Manager / Director of Clinical Care
Position Summary:	The Enrolled Nurse provides nursing care to residents, working under direct and indirect supervision of the RN.
Responsibilities:	<p><u>Consumer/patient/client Care:</u></p> <p><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.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> • Assesses resident 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 care assessment plan and evaluation in accordance with ACFI documentation requirements. • Ensures that care delivered complies with Swan Hill District Health and Clinical Services Division policies and procedures. • Works with Activity/Lifestyle Support Workers to maximise resident functional ability and social interaction incorporating group activities as appropriate. • Accepts responsibility for ward/unit resource usage including notification of depleted stock lines and correct cleaning, storage and maintenance of equipment. • Participates in ward meetings on a regular basis, and in other nursing related meetings as appropriate. • Assists resident to carry out therapy programs designed by Allied Health Professionals. • Administers medication as per the Extended Scope of Practice Medication Administration Endorsed Nurse. • Informs Registered Nurse in Charge of any change in resident's condition or concerns regarding resident.
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 clients and their families and significant others. • Assists with support of undergraduate Div. 2 nursing students by acting as appropriate role model and preceptor. • Supports learning needs of re-entry/supervised practice registered nurses. • Demonstrates good inter-personal and communication skills. • Current APHRA registration. • <i>Previous experience in Aged Care highly regarded.</i> • Physically able to meet inherent requirements of the role eg. attending to hygiene needs • Current National Police Record Check

	<ul style="list-style-type: none"> • Current "Working with Children Permit" • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2021-2024.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimisation 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.
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>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.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
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 with 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,</p>

	patients or medical records will result in disciplinary action.
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 their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their 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.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	July 17, Sept 2020
Current:	Feb22
Managers Name:	NUM of unit working in specific area. Director of Clinical Care for overarching employment
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	
------------------------------	--

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

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 subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

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