



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



Respect – Professionalism – Care – Commitment – Collaboration

## **2020 Academic Year Student Midwife – Employment Model**

Want to work with well women and families and become an expert in Normal Birth?

Looking for one of the most rewarding career paths a Nurse can take? Come join us here in Swan Hill Maternity Services and start your journey to become a midwife today!

Swan Hill District Health is a fully accredited sub regional referral health service providing care to a catchment population of approximately 28,000. In conjunction with Latrobe University Bendigo there is the opportunity for Registered Nurses to apply for a position in the Post Graduate Diploma in Midwifery Science (Paid Employment Model). SHDH is a level 3 maternity service and offers level 2 newborn care under the DHHS Capability framework. Placement for higher level birthing experience and nursery care is a component of the course.

For more information contact NUM Midwifery, Ms Kyla Brooks Ph: 03 5033 9302.

Applications including the names of three referees should be forwarded to: Human Resources Manager Email: [Employment@shdh.org.au](mailto:Employment@shdh.org.au) or address to Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria.

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: Tuesday 30<sup>th</sup> July, 2019**



<b>Position:</b>	Postgrad Diploma Midwifery Science paid Employment Student Model
<b>Classification:</b>	Student Midwife (Substantive Category)
<b>Department:</b>	Midwifery.
<b>Reports to:</b>	Nurse Unit Manager
<b>Position Summary:</b>	Student Midwife provides antenatal, intrapartum, postnatal care to women under the direct supervision of a Registered Midwife.
<b>Responsibilities:</b>	<p><i>Outcome:</i> Competent Midwifery care is provided in a manner which enables a positive transition to parenting.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Possesses student clinical skills in the care of antenatal/postnatal women and their families.</li> <li>• Develops clinical skill within the student role in the care of labouring women.</li> <li>• Develops the capability to initiate infant resuscitation measures for the newborn.</li> <li>• Recognises and consults with midwife/doctor in the care of women with special needs.</li> <li>• Assists midwives/doctor and allied health staff in planning care of women.</li> <li>• Reports to midwife and doctor significant changes in a women's physical, psychological and emotional well-being.</li> <li>• Checks records and administers medications according to regulations.</li> <li>• Reports incidents and accidents.</li> <li>• Ensures the safety of patients, visitors and staff and the security of hospital property and equipment.</li> <li>• Carries out other duties as delegated by the Nurse Unit Manager/ANUM and Clinical Supervisor.</li> </ul> <p><b><u>Administration:</u></b></p> <p><i>Outcome:</i> The Midwifery Unit is managed in an efficient and effective manner.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Attends and participates in relevant Hospital and Midwifery Unit meetings.</li> <li>• Participates in collaborative rostering to ensure student clinical placement needs are able to be met.</li> </ul> <p><b><u>Education:</u></b></p> <ul style="list-style-type: none"> <li>• Assists with supervision and education of nursing students on clinical placements.</li> <li>• Assists with health education relating to parenting and discharge planning for women, their families and significant others.</li> <li>• Demonstrates commitment and actively participates in childbirth and parenting classes.</li> </ul> <p><b><u>Legal Responsibilities:</u></b> Functions in accordance with legislation and common law affecting nursing practice.</p>

	<p><b>Inservice Education:</b></p> <p>It is the responsibility of each Clinical Services Division staff member to:</p> <ul style="list-style-type: none"> <li>• satisfactorily complete an annual CPR program;</li> <li>• demonstrate a sound knowledge of the "No Lift" program;</li> <li>• maintain current knowledge of infection control guidelines;</li> <li>• Attend an annual fire extinguisher demonstration.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Registered Nurse with Nursing and Midwifery Board of Australia.</li> <li>• Relevant post graduate experience.</li> <li>• Demonstrated knowledge of contemporary nursing and midwifery theory and practice, and ability in Clinical problem solving.</li> <li>• Demonstrates effective interpersonal and communication skills.</li> <li>• Demonstrated knowledge and understanding of ACHS accreditation.</li> <li>• Ability to apply contemporary management theory and cost effective resource management.</li> <li>• Evidence of commitment to Continuous Improvement and the delivery of a high standard of patient/client care and service.</li> <li>• Driver's Licence.</li> <li>• National Police Check.</li> <li>• Latrobe University enrolment in Midwifery Program.</li> <li>• Australian citizen or permanent residency.</li> </ul>
<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 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 &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 your ability to perform the inherent requirements of your position.</li> <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>  <b>Reviewed:</b>	<p>April, 2005  Revised March, 2011  Revised July, 2014  Revised July, 2018</p>
<b>Managers Name:</b>	Mrs. P. Prinsloo
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



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

<b>Position Applying for</b>	
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### General Information

<b>Name</b>	
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<b>Address</b>	
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<b>Contact</b>	<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)

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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