



**Swan Hill
District Health**



Inclusive Compassionate Progressive Accountable

Graduate Enrolled Nurse

0.9 FTE

There is an exciting opportunity to be part of the newly developed Graduate Enrolled Nurse Program at Swan Hill District Health with aims to facilitate your transition from student to Enrolled Nurse. We are committed to developing your career and ensuring that your graduate year will be an exciting and rewarding experience. This is a 12-month program commencing March 2020.

Swan Hill District Health

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

Enquiries should be directed to Mrs. Jan. Sydes, Staff Development Coordinator
Ph: (03) 5033 9310.

Applications addressing the key selection criteria including the names of three referees and completed application form should be forwarded to the Human Resources Manager by 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 29th January 2020



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Position:	Graduate Enrolled Nurse
Classification:	IB68 EN Level 2.3 Diploma Entry
Department:	Sub Acute/Aged Care
Reports to:	Unit Manager, Sub Acute/Aged Care
Position Summary:	<p>The Graduate Enrolled Nurse participates in a structured and supported program to assist the new nurse in consolidate skills and increase confidence in the professional role of Enrolled Nurse. The position includes exposure to Sub Acute and Aged Care.</p> <p>The Graduate Enrolled Nurse is to utilise the program as an opportunity to consolidate and apply learning and professional development to make the transition from student to a skilled practitioner.</p> <p>The Graduate Enrolled Nurse will receive support from the Clinical Nurse Education Team, the NUM and ANUMs within Sub Acute and Aged Care Facility. Support will include orientation, the establishment of individualised Learning Development Plans and ongoing performance review feedback and debriefing.</p> <p>The Graduate Enrolled Nurse contributes to the clinical management of residents within the Sub Acute and Aged Care Facility under the supervision of the Registered Nurse.</p> <p>The Graduate Enrolled Nurse will actively participate in the development of individualised learning objectives and seek clinical opportunities to fulfil them.</p> <p>The Graduate Enrolled Nurse is expected to utilise reflective practice as an integral part of clinical practice. The appointee will contribute to the overall performance of the team consistent with Swan Hill District Health Service Purpose and Values.</p>
Responsibilities:	<ul style="list-style-type: none">• Using evidence-based practice, participate in the evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans. Implement planned nursing care to achieve identified outcomes• Assess the clinical, non-clinical and social needs, including the identification of 'at risk' patients and record with appropriate and accurate documentation in the patients' history and care plan and implement patient specific risk minimisation strategies• Recognise changes in patients' condition and report to the registered nurse and document the variation in the patients' history and care plan such as escalation to urgent medical review, with guidance. Report abnormalities to appropriate staff.• Accurately reflect the patients' requirements, outcomes or events within prescribed Swan Hill District Health documentation, ensuring all legal requirements are met in regards to the legibility of content and identity of the reporter in accordance with policies and procedures• Effectively develop discharge plans that reflect the needs of patients and their significant others and demonstrates an understanding of the role of community providers with assistance• Effectively handover patient status, progress and requirements to colleagues and other Health Professionals as required

	<ul style="list-style-type: none"> • Advocate for patients and families with assistance • Provide safe, high quality, evidence-based care when attending to the patient • Perform other duties as required
Key Selection Criteria	<p>Mandatory:</p> <ol style="list-style-type: none"> 1. Successful completion of a recent Diploma of Nursing program and not practiced as an Enrolled Nurse 2. Commitment to working to our values of Empathy, Wellbeing and Community and contributing to a positive team environment. 3. Demonstrated experience in providing care delivery, with a focus on resident choice 4. Demonstrated commitment to ongoing professional development and learning 5. Demonstrated ability to communicate in written, electronic and verbal form 6. Knowledge of Medication Administration 7. Ability to understand how the standards and guidelines for Nursing practice, translate to resident care. 8. Ability to prioritise workloads, and manage time effectively
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
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>
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.
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:	At the completion of each rotation or as required based on performance. Completion of My Work Plan on a yearly basis.
Previous Revision dates:	
Current:	
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