



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Registered Nurses & Enrolled Nurses Required All Area's

Applications are sought from suitably qualified & experienced Registered and Enrolled Nurses for the following positions:-

- **RN's Aged Care, Emergency, Acute Medical / Surgical Ward**
- **EN's Medication Endorsed Aged Care**

Salary Range: As per EBA depending on current classification for RN's & EN's.

Salary Range RN's: \$65,275 - \$87,282

Salary Range EN's: \$58,562 - \$65,104

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.

Position:	Enrolled Nurse (Medication Qualified)
Classification:	1B66-1B68 as applicable
Department:	Residential Aged Care
Reports to:	Nurse Unit Manager
Position Summary:	The Enrolled Nurse provides nursing care to residents, working under direct and indirect supervision of the RN.
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 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. • Satisfactory National Police Check • Current APHRA registration. • Previous experience in Aged Care highly regarded.

	<i>Physically able to meet inherent requirements of the role eg. attending to hygiene needs</i>
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:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	
Current:	July 17
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



Position:	Registered Nurse
Classification:	Grade 2 (YP3 – YP11)
Department:	Acute Ward
Reports to:	Nurse Unit Manager
Position Summary:	
Responsibilities:	<p><u>Patient 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>Performance Indicators:</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"> • <i>The Unit is managed in an efficient and effective way in which optimises outcomes for residents, families and staff.</i> <p>Performance Indicators:</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. <p>Assists with collaborative rostering.</p> <p><u>Education:</u> Outcome:</p> <ul style="list-style-type: none"> • The Ward provides a supportive environment conducive to teaching and learning.

	<p>Performance Indicators:</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
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:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	May 2014, April 2018
Current:	Nov 2018
Managers Name:	Ms. Rose Hanns
Managers Signature:	
Employees Name:	
Employees Signature:	



Position:	Registered Nurse
Classification:	Grade 2 (YP3 – YP9)
Department:	Emergency Department
Reports to:	Nurse Unit Manager
Position Summary:	
Responsibilities:	<p><u>Patient Care:</u> <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> <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. • Demonstrates a commitment to quality improvement and actively participates in the ACHS EQUiP process. • Maintenance of membership of relevant professional interest groups

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.
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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:	June 2005, March 2011
Current:	Revised May 2018
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

General Information

Name

Address

Contact

Home phone

Mobile

Email

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