



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

NURSE UNIT MANAGER MIDWIFERY UNIT

Applications are sought from suitable qualified & experienced Midwives seeking to further develop their clinical & management skills in a NUM role in Midwifery.

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

Salary: \$111,321 plus penalties

After More Info?

For more information on this role please contact our Director of Clinical Service, Mrs. Chloe Keogh on (03) 5033 9250 or email ckeogh@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.



Position:	Nurse Unit Manager - Midwifery & Newborn Unit.
Classification:	Grade 4B, YZ11 – YZ33
Department:	Midwifery
Reports to:	Executive Officer - Clinical Services
Position Summary:	The position provides the Midwifery Unit with day to day operational leadership and management to ensure quality and safety in clinical care delivery. The Midwifery NUM co-ordinates and provides direct and indirect care for patients within the maternity unit and participates within the Clinical Services division management team.
Responsibilities:	<p>Patient Care:</p> <ul style="list-style-type: none"> • Provides clinical supervision and advice to midwifery staff on all elements of maternity patient care. • Provides direct nursing/midwifery care, including in instances of birth room emergencies and complications, and neonatal or premature baby emergencies and complications. • Escalates care appropriately when required to optimize patient safety and care outcomes. • Demonstrates a commitment to a high standard of patient care whilst promoting a healthy, safe and happy family unit. • Supervises the planning of appropriate nursing/midwifery care to enable the effective utilization of available resources to achieve the Unit's philosophy and objectives. • Encourages and supports active birthing practices ensuring optimum patient/partner participation in labour. • Encourages and supports breast feeding practices and ensures all midwives and students are consistent in their approach to breast feeding support. • Liaises with Maternal and Child Health Nurses to enhance follow up care of mothers and babies. • Liaises with community agencies to support families with special needs and enhance continuity of care in the community. • Supports domiciliary midwifery, Preparation for Childbirth Education Ante-natal Booking-in and Midwife Clinic through the allocation of appropriate resources. • Ensures all care delivered is consistent with the DHHS Capability Framework for Maternity and Newborn care. <p>Management:</p> <ul style="list-style-type: none"> • Co-ordinates nursing services in the Midwifery Unit in an efficient and effective manner ensuring wherever possible that rosters reflect safe patient care legislation ratios. . • Facilitates case reviews including those that meet criteria for presentation at the Loddon Mallee Region Maternal & Newborn M&M Committee. • Ensures that all staff complete a My Work Plan annually.. • Counsels staff regarding their work related strengths and weaknesses utilising the HWE Managing for Improved Performance process. • Attends and participates in Divisional and Department Head meetings and other meetings which require input on nursing/midwifery related matters. • Ensures optimum patient care by monitoring patient dependency, and in consultation with the Nursing Supervisor ensuring adequate resources are available. • Maintains an effective ongoing orientation programme. • Encourages the continuing development of each individual as a professional practitioner.

	<ul style="list-style-type: none"> • Maintains and promotes harmonious relationships between all staff. • Ensures safe and equitable rostering of staff. • Supports the recommendations of any external reviews and works with Executive and others to achieve optimal outcomes.. • Evaluates the service and responds to changed need and demand through the development of an appropriately skilled workforce and innovation in care delivery. • Demonstrates an understanding of industrial requirements in managing nursing/midwifery workforce issues and other legislation and codes of practice applying to the workplace. • Maintains Midwifery focused policy & procedures. • Co-ordinates the Midwifery Services Management committee meetings second monthly.. • Supports all midwives working in Midwifery to achieve FSEP level 3 and ensures that the requirements of the VMIA Incentivising Better Safety Patient Care are achieved. • Provides a supportive environment for Postgraduate Diploma Midwifery Science paid employment model students and monitors student progress liaising with La Trobe University as required. • Facilitates PROMPT education through supporting the facilitators and working with Nursing staff Development to meet other education and training requirements for midwives.
Key Selection Criteria	<p>Essential:</p> <ul style="list-style-type: none"> • Registered Nurse/Registered Midwife with Nursing and Midwifery Board of Australia. • Minimum five years (5) postgraduate experience and experience in antenatal, intrapartum and postnatal care.. • Demonstrated knowledge of contemporary nursing and midwifery theory and practice. • Demonstrated knowledge and understanding of National Standards Accreditation. • Demonstrated capacity to manage staff and provide leadership within the nursing/midwifery team. • Ability to apply contemporary management theory and cost effective resource management. • Evidence of commitment to Continuous Improvement and the delivery of a high standard of patient/client care and service. • FSEP level 3 competency or willingness to achieve same. • Evidence of annual participation in Neonatal resuscitation training, Maternity and Newborn Emergency Management Training and commitment to supporting PROMPT education within the Unit. • Proficiency in the use of information technology and specifically the Birthing Outcomes System as a super user. • Ability to work as an effective team member and establish positive and collaborative relationships across the organisation.
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.

	<ul style="list-style-type: none"> 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:	March 2011, April 2015, November 2018
Current:	February 2020
Managers Name:	
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