



**Swan Hill**  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **Associate Nurse Unit Manager Acute Ward**

Applications are invited from suitably qualified Registered Nurses / ALS Trained, for 12 month ANUM Maternity relief position in our Acute Ward.

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

We are located on the mighty Murray River, around 3.5 hours from Melbourne. Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community.

- Our main street boasts a vibrant shopping centre with high quality restaurants and no traffic congestion.
- You'll find affordable housing, safe spaces for kids, swimming pools, quality education options and a healthy lifestyle.
- Imagine breakfast by the riverside, 18 holes at Murray Downs Golf Club, water-skiing at Lake Boga, Lake Charm and fishing for the mighty Murray Cod

For more information contact Ms. Rose Hanns, Ph: 5033 9253 or E: [rhanns@shdh.org.au](mailto:rhanns@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](mailto: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: 2<sup>nd</sup> October, 2020**



<b>Position:</b>	<b>Associate Nurse Unit Manager</b>
<b>Classification:</b>	Grade 3B. (YW11-12).
<b>Department:</b>	Acute Ward
<b>Reports to:</b>	Nurse Unit Manager – Acute Ward
<b>Position Summary:</b>	To provide direct nursing care to patients including assuming responsibility for overall shift management. There is also the need to deputise for the Nurse Unit Manager as required and to be a mentor for lesser experienced registered nurses.
<b>Responsibilities:</b>	<p><b><u>Patient Care:</u></b></p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>Clinically appropriate care is delivered in a therapeutic environment by competent professional who comply with all legal and organisational requirements.</li> </ul> <p><b>Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>Provides direct nursing care to patients and supports and assists efforts to optimise outcomes of care provided.</li> <li>Nursing assessment and documentation which is timely, complete and accurate.</li> <li>Nursing care plans are current and relevant and care is evaluated in accordance with expected outcomes.</li> <li>Liaises with other nursing, medical and allied health professionals to deliver high quality nursing care.</li> <li>Conforms to Swan Hill District Health and Clinical Services Division policies and procedures.</li> <li>Enforces Admission and Discharge Policy in consultation with the Nurse Unit Manger and Nursing Co-ordinator.</li> <li>Assesses clinical dependency to ensure effective and efficient use of nursing resources.</li> <li>Checks, records and administers medications according to regulations.</li> <li>Reports incidents and accidents.</li> <li>Reviews current work practices and is involved in implementing new practices and procedures to ensure best practice.</li> <li>Refrains from imposing personal values, attitudes or beliefs when making decisions and providing care.</li> </ul> <p><b><u>Management:</u></b></p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>Effective and efficient management based on quality improvement principles.</li> </ul> <p><b>Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>Deputises for the Nurse Unit Manager in all clinical and administrative areas relating to the ward/unit.</li> <li>Attends and participates in the ward/unit meetings on a regular basis, and in patient/family care conferences as required.</li> <li>Counsels staff regarding their work related strengths and weaknesses and participates in performance appraisal.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participates in orientation of staff/nursing students within the ward/unit.</li> <li>• Accepts responsibility for various management portfolios within the ward/unit in consultation with nursing co-ordinator and/or nurse unit manager.</li> <li>• Promotes an environment that enhances staff satisfaction and personal and professional growth.</li> </ul> <p><b><u>Legal Responsibilities:</u></b> Functions in accordance with legislation and common law affecting nursing practice.</p> <p><b><u>Safety Responsibilities:</u></b> It is the responsibility of each Clinical Services Division staff member to:</p> <ul style="list-style-type: none"> <li>• report accidents, incidents and potential hazards promptly to their departmental head;</li> <li>• be familiar with emergency and evacuation procedures;</li> <li>• comply with Occupational Health &amp; Safety requirements;</li> <li>• take reasonable care of the health and safety of others.</li> </ul> <p><b><u>Inservice Education:</u></b> 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>• demonstrates 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> <p><b><u>Education Outcome:</u></b> Nursing Professional development activities are maintained and progressed within the Acute Care Ward.</p> <p><b><u>Performance Indicators:</u></b></p> <ul style="list-style-type: none"> <li>• Maintenance of current knowledge of trends in nursing practice utilising all appropriate study methods.</li> <li>• Demonstrates a commitment to quality improvement and actively participates in the ACHS / National Standards process.</li> <li>• Maintenance of membership of relevant professional interest groups.</li> <li>• Ensures staff attendance at mandatory training sessions relating to unit activities and Occupational Health &amp; Safety.</li> <li>• Promotes the ideal of continuing education for all levels of nursing staff.</li> <li>• Assists and supports nursing students on clinical placement in the Unit to meet objectives.</li> <li>• Facilitates and supports the learning needs of re-entry/supervised practice nurses.</li> </ul> <p>Understanding of and competence in basic and advanced life support techniques, including airway management, ventilation support and circulatory support.</p>
<b>Key Selection Criteria</b>	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Registered Nurse (division 1) with AHPRA.</li> <li>• Understanding of evidence based nursing theory and practice.</li> <li>• Knowledge and understanding of National Standards and Accreditation.</li> <li>• Well-developed interpersonal and communication skills.</li> <li>• Experience in acute medical, surgical &amp; palliative care</li> <li>• Computer literacy</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</li> </ul>

	<p>of infection/cross infection of residents, staff, visitors and the general public.</p> <ul style="list-style-type: none"> <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> </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>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.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></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>
<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>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<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>Asset Management:</b>	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>

<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	Revised March 2011, February 2012, April, 2018
<b>Current:</b>	Revised September 2020
<b>Managers Name:</b>	Ms. Rose Hanns
<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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<b>General Information</b>
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<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

<b>Conditions of Employment</b>
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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)

<b>Discipline/Misconduct</b>
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Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

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## 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