



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Nurses Wanted

Casual Registered & Enrolled Nurses

For Casual Nurse Bank

Applications are invited from suitably qualified Registered and Enrolled Nurses and PCW's interested in joining our Casual Nurse Bank Team.

Nurse Bank allows you the flexibility to work when you want, where you want and to explore different departments to find your preferred area of work.

Applications including the names of three referees should be forwarded to:
People and Culture, 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:	Registered Nurse
Classification:	Grade 2 (YP3 – YP11)
Department:	Casual Nurse Bank All Areas
Reports to:	Nurse Unit Manager / Director of Clinical Care
Position Summary:	Grade 2 RN suitably qualified to work all area's with our team of innovative and multidiscipline focussed professionals.
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>
Our Purpose:	<p>Connected Care / Best Experience</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>
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, Dec 2020
Current:	January 2021
Managers Name:	Rose Hanns
Managers Signature:	
Employees Name:	
Employees Signature:	



Position:	Enrolled Nurse
Classification:	1B60 - 1B72
Department:	Residential Aged Care, Logan Lodge and Jacaranda Lodge
Reports to:	Director of Nursing
Position Summary:	The Enrolled Nurse practices with, and under the supervision of, the Registered Nurse and assists in the provision of nursing care.
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 Hospital and Clinical Services Division policies and procedures. • Works with Activity/Recreation Support Workers to maximise resident functional ability and social interaction incorporating group activities as appropriate. • Accepts responsibility for facility resource usage including notification of depleted stock lines and correct cleaning, storage and maintenance of equipment. • Participates in unit 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 as applicable. • 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 residents and their families and significant others. • Assists with support of Diploma of Nursing students by acting as an appropriate role model and preceptor. • Demonstrates good inter-personal and communication skills. • Satisfactory National Police Check • Current APHRA registration. • Previous experience in Aged Care highly regarded.

	<ul style="list-style-type: none"> Physically able to meet inherent requirements of the role.
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