



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Acute Ward Clinical Nurse Educator

Part Time 0.8 EFT

The Education Team are seeking applications from suitably qualified, enthusiastic and motivated Registered Nurses, with a keen interest in Education, to join our team. This role supports staff, not only in the Acute Ward, but other staff in SHDH and students all year round.

About Swan Hill District Health

Swan Hill is located on the Majestic Murray River in rural Victoria approximately 3.5 hours northwest of the Melbourne Airport. We employ approximately 630 staff and service a 100 km radius area with an estimated catchment area of around 35,000 people.

Swan Hill District Health provides a wide range of clinical services including medical and surgical, aged care, community and primary health, emergency, renal dialysis, chemotherapy, pathology and radiography diagnostic services.

- Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes: A professional, committed and highly supportive workforce.
- Variety in work and a sense of achievement for the community.
- Professional Development opportunities.
- Attractive Employee benefits.

Want More Info?

Enquiries should be directed to Ms. Jayne Stead, Education Manager.
Ph: (03) 5033 9310 Email: jstead@shdh.org.au

To Apply:

Please send all applications to employment@shdh.org.au

Applications must address the Key Selection Criteria and should be accompanied by an application for employment form.

Closing date: 3rd October, 2021.

Aboriginal and Torres Strait Islander people are encouraged to apply



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Position:	Clinical Nurse Educator – Acute Ward
Classification:	Grade 4A – 4B
Department:	Staff Development
Reports to:	Staff Development Manager
Position Summary:	The Clinical Nurse Educator will promote a culture of development and inquiry which actively encourages and facilitates clinical learning in the Acute Ward in line with standards and policies of SHDH.
Responsibilities:	<p>In line with common directions for training standards established within the Staff Development Unit:</p> <p>Education and Training:</p> <ul style="list-style-type: none"> • Participate in the orientation and ongoing training of Nursing students, Graduate Nurses and Employees during their time at SHDH. • Support the needs of nurses completing post graduate studies at SHDH • Provide clinical teaching for Nursing Students and Nursing Staff • Support the Education Department to meet the needs of the SHDH • Support and encourage staff to take responsibility for their own professional development and the education of others. • Participate in the development and revision of competency based learning as per area of expertise • Maintain accurate training and education records, statistics and reports, as required for the Acute Ward • Provides clinical support, supervision and feedback in collaboration with the Acute Ward NUM and Education Manager, to nurses requiring managing for performance. Facilitates completion of managing for performance support and implements appropriate education plans for the individual. • Provide a resource for the NUM to assist with other training initiatives within the Acute Ward to ensure quality of training/rigor of training are in line with standards established by the Staff Development Unit. <p>Leadership and Development:</p> <ul style="list-style-type: none"> • Role model leadership, motivation, professionalism and a positive approach to nursing. • Act as a role model and demonstrates clinical preceptorship and supervision in the Acute Ward. • <p>Communication and Consultation:</p> <ul style="list-style-type: none"> • Support Clinical Nurse Educators to provide ongoing clinical education across other clinical areas. • Participate and advocate for training standards the Staff Development Unit, Acute Ward and organisational meetings as required;

	<ul style="list-style-type: none"> • Ensure all reporting requirements relevant to the role are completed in a timely manner <p>Clinical Practice:</p> <ul style="list-style-type: none"> • Provide ongoing clinical education and workforce development in collaboration with NUM and key stakeholders. • Provide clinical support and direction at the point of care in the Acute ward <p>Quality and Risk Management:</p> <ul style="list-style-type: none"> • Assist in the development and implementation of policies and procedures relating to clinical management and care of patients. • Complies with all SHDH policies and procedures and be familiar with those relevant to the position • Participate in Risk Management activities of relevance and assist with identification and control of risks within the Acute Ward. <p>Personal and Professional Development:</p> <ul style="list-style-type: none"> • Actively participate in My Work Plan processes, six months after commencement and annually thereafter • Participates in evidence based clinical research activities where applicable and demonstrates the ability to research literature and source relevant legislation, standards, best practice and guidelines
<p>Key Selection Criteria</p>	<p>Mandatory Training:</p> <ul style="list-style-type: none"> • Registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and current practicing certificate. • A post graduate clinical qualification in Acute Care Nursing and/or Critical Care Nursing. • Annual training as per SHDH training policy <p>Mandatory Skills:</p> <ul style="list-style-type: none"> • Extensive experience (minimum 5 years) in Acute Care Nursing and/or Critical Care Nursing • Demonstrate experience in clinical teaching and preceptorship skills • Demonstrated high level interpersonal, verbal and written communication skills, problem solving ability and negotiation skills. • Knowledge of the National Safety & Quality Health Service Standards (NSQHS). • Experience providing clinical supervision. <p>Desirable Qualifications and Experience:</p> <ul style="list-style-type: none"> • Current attainment of, or working towards, or willing to complete a Certificate IV on TAE • Demonstrated ability to plan, facilitate and deliver clinically situated education as well as plan conduct and evaluate education and training programs/presentations incorporating adult learning principles • Demonstrated experience in the design and delivery of clinical education or similar skills.

	<p>Immunisation</p> <ul style="list-style-type: none"> Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)
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.

	<ul style="list-style-type: none"> • 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:	April 2020, June 2020
Current:	August 2021
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	
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General Information			
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Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

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

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 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)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

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