



**Swan Hill**  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **Nurse Unit Manager – Palliative Care**

We have an exciting opportunity for a suitably qualified & experienced Registered Nurse to lead our Community Based Palliative Care Team.

### **Role Requirements:**

- Registered Nurse, Div. 1. Post Graduate Certificate in Palliative Care is high desirable. Excellent communication skills and recent experience in palliative care essential.
- Minimum 3 years post completion of training.
- Current Victorian driver's license.

### **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: \$114,660 - \$123,016 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](mailto:ckeogh@shdh.org.au).

Applications including the names of three referees should be forwarded to: 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: 17<sup>th</sup> September, 2021**

***Aboriginal and Torres Strait Islander people are encouraged to apply***



<b>Position:</b>	<b>Community Based Specialist Palliative Care NUM</b>
<b>Classification:</b>	Grade 4 NUM
<b>Department:</b>	Palliative Care
<b>Reports to:</b>	Director of Clinical Care
<b>Position Summary:</b>	<ul style="list-style-type: none"> <li>• To provide leadership, management and support for staff and service delivery of community based specialist palliative care services in the designated sub region.</li> <li>• To co-ordinate the activities of the service and ensure an appropriate point of contact for the service.</li> <li>• To act as an expert resource person for patients/clients, members of the health care team, volunteers and other community or professional groups, to facilitate optimum palliative care outcomes for individuals, their care givers and family.</li> <li>• To build the capacity of nurses, other team members, and the wider community to understand and respond to specialist palliative care health and support needs for individuals, their care givers and family – including grief and loss of bereavement support and death education.</li> <li>• To ensure compliance with the Standards for Providing Quality Palliative Care for all Australians</li> <li>• To perform the role of Bereavement Coordinator as described in the Department of Health’s Bereavement Support Standards for Specialist Palliative Care Services.</li> <li>• To ensure the Community based Specialist Palliative Care Service has appropriate policies and protocols to meet the Bereavement Support standards as described in the Department of Health’s Bereavement Support Standards for Specialist Palliative Care Services.</li> </ul>
<b>Responsibilities:</b>	<p><b>Specific Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To promote early access to specialist palliative care services.</li> <li>• To undertake policy and service development activities that contributes to the delivery of quality specialist palliative care.</li> <li>• To ensure there is support and professional supervision or other peer review processes for monitoring the effectiveness of specialist palliative care practice and to support staff in their practice.</li> <li>• To develop and maintain strong links and working relationships with the general practitioners, acute, residential, and district nursing services, education facilities and community groups.</li> <li>• To represent the service at appropriate specialist palliative care peak body meetings, forums, working parties, and at educational and other significant events.</li> <li>• To support research in specialist palliative care by identifying gaps in practice and participating in, and determining, research priorities.</li> <li>• To critically appraise, integrate and promote the dissemination of available evidence from a variety of sources to direct and guide the provision of evidenced based specialist palliative care practice.</li> <li>• To critically appraise, validate and integrate knowledge from a variety of sources to further develop and improve specialist palliative care nursing practice in self and others.</li> </ul> <p><b>Organisational Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Participate in team/departmental meetings and other organisational meetings as required.</li> <li>• Participate in staff development and training as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain accurate records, statistics and reports as needed.</li> <li>• Participate in service development as required.</li> </ul> <p><b><u>Legal Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Maintains accurate records and statistics.</li> <li>• Maintains strict confidentiality of all personal information.</li> </ul> <p><b><u>Safety Responsibilities:</u></b></p> <p>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>In-service Education:</u></b></p> <p>It is the responsibility of each staff member to:</p> <ul style="list-style-type: none"> <li>• Attend an annual infection control update;</li> <li>• Attend an annual fire extinguisher demonstration.</li> </ul> <p>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>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Registered Nurse with AHPRA.</li> <li>• Post Graduate Certificate in Specialist Palliative Care (highly desirable).</li> <li>• High level skills and recent experience in specialist palliative care service delivery.</li> <li>• Evidence of immunisation records/history as required under the Health Services Amendment (Mandatory Vaccination of Healthcare Workers) Act 2020</li> <li>• Bereavement education</li> </ul>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2020-2024.
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <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>	<b>Connected Care / Best Experience</b> 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.
<b>Privacy and Confidentiality:</b>	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. 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.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <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>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	Apr 2014, July 2016, Jan 2019, July 2020,
<b>Current:</b>	Aug 2021
<b>Managers Name:</b>	
<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>	
------------------------------	--

<b>General Information</b>
----------------------------

<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<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

<b>Conditions of Employment</b>
---------------------------------

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>
------------------------------

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](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585