



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Enrolled Nurse Graduate Program

There is an exciting opportunity to be part of the newly developed Graduate Enrolled Nurse Program at Swan Hill District Health, which aims to facilitate your transition from student to Enrolled Nurse. We are committed to developing your career and ensuring that your transition to practice will be an exciting and rewarding experience.

The EN Graduate Program is a 6 month transition to practice at 0.8 EFT commencing in March 2022. Clinical rotations include aged care and acute care settings. The program will offer the following;

- A comprehensive orientation program including graduate specific study days and supernumerary time in the clinical areas.
- Acute and aged care experience
- Regular education and debrief sessions.
- Educator and preceptor support

The program has been designed to:

- Enable you to use your evidence-based knowledge to achieve quality patient outcomes
- Increase your confidence and strengthen your skill base
- Develop your ability to work independently and as a team member
- Enhance your decision making and critical thinking skills

Want more Information?

Please contact Education Manager Jayne Stead on jstead@shdh.org.au

Full Position description and more information on how to apply can be viewed on our Swan Hill District Health Website at: www.shdh.org.au

Applications including the names of three referees should be forwarded to: People and Culture
Email: Employment@shdh.org.au or address to People and Culture, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria.

Applications will only be accepted if they contain a Cover Letter, addressing the Key Selection Criteria, CV and an application for employment form.

Email applications are preferred.

Closing Date: 10th December 2021

Aboriginal and Torres Strait Islander people are encouraged to apply



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Position:	Graduate Enrolled Nurse
Classification:	IB68 EN Level 2.3 Diploma Entry
Department:	Acute Ward, Sub Acute, Logan Lodge and Jacaranda Lodge
Reports to:	Nurse Unit Manager(s), Education Manager and Graduate Coordinator.
Position Summary:	<p>The Graduate Enrolled Nurse participates in a structured and supported program to assist the new nurse in consolidate skills and increase confidence in the professional role of Enrolled Nurse. The position includes exposure to Acute and Aged Care settings.</p> <p>The Graduate Enrolled Nurse is to utilise the program as an opportunity to consolidate and apply learning and professional development to make the transition from student to a skilled practitioner.</p> <p>The Graduate Enrolled Nurse will receive support from the Clinical Nurse Education Team, the NUM and ANUMs within Sub Acute and Aged Care Facility. Support will include orientation, the establishment of individualised Learning Development Plans and ongoing performance review feedback and debriefing.</p> <p>The Graduate Enrolled Nurse will actively participate in the development of individualised learning objectives and seek clinical opportunities to fulfil them.</p> <p>The Graduate Enrolled Nurse is expected to utilise reflective practice as an integral part of clinical practice. The appointee will contribute to the overall performance of the team consistent with Swan Hill District Health Service Purpose and Values.</p>
Responsibilities:	<p><u>Patient Care:</u> <i>Outcome:</i> Patient care is evidence based and complies with professional, ethical and legal practice requirements and is delivered in a safe and harmonious environment.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> • Provides direct high quality standard of nursing care to allocated patients in collaboration with the multidisciplinary team. • Recognise the Enrolled Nurse responsibilities for delegation of care. • Meet expectations of the Graduate EN Nursing Program by developing and consolidating nursing competencies in accordance with the requirements of the Graduate Nurse Program. • Contributes to the development of all staff including new and casual staff to the area. • Accepts accountability for own actions and seek guidance if situations exceed the scope of practice of a Enrolled Nurse. • Performs nursing interventions and procedures in accordance with Swan Hill District Health policy and Procedures. • Attends and participates in the ward meetings on a regular basis. • Participates in patient handover. • 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.

	<ul style="list-style-type: none"> • 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. • Refrains from imposing personal values, attitudes or beliefs when making decisions and providing care. <p><u>Management:</u> <i>Outcome:</i> The Unit is managed in an efficient and effective way in which optimises outcomes for consumers, families and staff.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> • Attends and participates in patient/consumer conferences, and in other nursing related meetings as directed by Nurse Unit Manager/Associate Nurse Unit Manager. • Participates in collaborative rostering within the ward/department. • Seeks assistance from senior nurses in developing time management and patient management skills. • Liaise with the multi disciplinary team to achieve the desired patient outcomes. • Support integration of undergraduate, graduate and post graduate nurses including enrolled nurses within the unit. • Recognise the Enrolled Nurse responsibilities for delegation of care. • Accept accountability for own actions and seek guidance if situation exceed the scope of practice of a registered nurse. <p><u>Education:</u> <i>Outcome:</i> The Ward provides a supportive environment conducive to teaching and learning.</p> <p><i>Performance Indicators:</i></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 patients and their families and significant others. • Promotes patient advocacy, health promotion and teaching. • Assists with support of undergraduate nursing students by acting as appropriate role model and preceptor. • Participates in continuing education sessions, committees, special project groups and relevant professional groups. • Develops strategies to meet identified learning needs. • Demonstrates a commitment to ongoing professional development and achievement of the ward/unit and Organisational performance indicators. • Understands and complies with mandatory continuing professional education requirements as determined by AHPRA. <p><u>Legal Responsibilities:</u></p> <ul style="list-style-type: none"> • Functions in accordance with legislation and common law affecting nursing practice.
<p>Key Selection Criteria</p>	<p>Mandatory:</p> <ol style="list-style-type: none"> 1. Successful completion of a recent Diploma of Nursing program and not practiced as an Enrolled Nurse 2. Commitment to working to our values of Empathy, Wellbeing and Community and contributing to a positive team environment. 3. Demonstrated experience in providing care delivery, with a focus on resident choice 4. Demonstrated commitment to ongoing professional development and learning 5. Demonstrated ability to communicate in written, electronic and verbal form

	<p>6. Knowledge of Medication Administration</p> <p>7. Ability to understand how the standards and guidelines for nursing practice, translate to resident care.</p> <p>8. Ability to prioritise workloads, and manage time effectively</p> <p>9. Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)</p>
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.

	<ul style="list-style-type: none"> • 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:	At the completion of each rotation or as required based on performance. Completion of My Work Plan on a yearly basis.
Previous Revision dates:	
Current:	NOV 2021
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	

Program Overview:

26 weeks with 2 rotations

- ♦ **Subacute**— The 14 sub-acute bed facility includes 3 Rehabilitation beds, 3 Geriatric Evaluation and Management beds, 6 Transition Care Program beds, 2 Palliative Care beds and a therapy area
- ♦ **Acute**— 28 bed acute medical/ surgical unit including 2 isolation beds.
- ♦ **Logan Lodge**—45 bed aged care/ residential care unit
- ♦ **Jacaranda Lodge** - 30 bed aged care/residential care unit



How to apply:

Application in writing to:
Mrs. Jayne Stead
Director Clinical Care
P.O. Box 483
Swan Hill, VIC, 3585



Swan Hill
District Health

Our Graduate Coordinator:

Jayne Stead

Education Centre
62 McCrae Street
SWAN HILL, VIC, 3585

Phone: (03) 5033 9310
E-mail: education@shdh.org.au

Swan Hill District Health

Enrolled Nurse Transition to Practice Program

Connected Care. Best Experience.

- We are united by our common purpose to create a health service that makes our people feel connected, and provides the best experience for them.
- We believe every person deserves the best care experience we can provide at every encounter.
- We will connect people with each other and with the right information to give them the best experience.

Our Values are...

An infographic with four colored boxes, each containing an icon and text describing a value. The boxes are yellow, red, blue, and green.

- INCLUSIVE** (Yellow box): We provide an experience that welcomes and values everyone. Icon: hands holding a crown.
- COMPASSIONATE** (Red box): We respond to our people with understanding, empathy and kindness. Icon: hands holding a heart.
- PROGRESSIVE** (Blue box): We continue to strive for the best experience outcomes. Icon: lightbulb over people.
- ACCOUNTABLE** (Green box): We personally commit to taking responsibility for all of our decisions and actions. Icon: person with a checkmark.



Swan Hill
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The Swan Hill Region

The Swan Hill Region is rich in culture, blessed with a bounty of delicious local produce and home to great dining, golfing, shopping and water activities. The region has an outstanding array of attractions and experiences. Swan Hill is also home to the world class Heartbeat of the Murray Laser Show that tells the story of the Murray River.



Swan Hill District Health is located on the picturesque Murray River and services a population of around 30,000 people. We offer a diverse range of health care services. Please see more on our website www.shdh.org.au

Position Offered:

IB68 EN Level 2.3 Diploma Entry

0.8 EFT (8 days per fortnight)

Swan Hill District Health Offer:

- Graduate Nurse Coordinators
- Clinical Nurse Educators
- Orientation and Supernumerary Time
- Six paid Study Days
- Access to eLearning Programs
- Internal In-service Education

Application:

- Letter of Application
- Resume
- 2-3 referees
- Small photo

For More Information

Please contact our Education Centre on 50339310 for more information on the Enrolled Nurse Transition to Practice program and to speak with one of our clinical nurse educators.



**Swan Hill
District Health**

Aims:

- The provision of a supportive environment for the Graduate Nurse during this transitional phase from student to Registered Nurse.
- Enhance the professional development of the Graduate.

Objectives:

- To encourage the transfer of existing theoretical and clinical knowledge into quality patient care outcomes.
- To encourage reflective practice.
- To enable the Graduate to develop proficiency in context related competencies particular to the clinical setting.
- To encourage collaborative relationships with the wider health care professional team.
- To assist the graduate to develop sound clinical decision making skills in clinical situations with which they may be familiar, broadening their range of clinical skills.
- To assist the graduate to identify individual strengths and weaknesses with a view to develop strategies for further development.
- To further develop critical thinking skills in relation to clinical practice.
- To encourage independent/collaborative nursing practice designed to meet the patient's health care needs.





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

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