



**Swan Hill**  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **Registered Nurse – District Nursing** Part Time .6 EFT

Applications are sought from suitably qualified & experienced Registered Nurses to support our District Nursing Team to provide Community Nursing, Hospital in the Home & Post Acute Care Service.

The successful applicant is preferred to have minimum 2 years' experience +/- Post Graduate Qualification.

### **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

### **Want more info?**

For full position description and information on how to apply, please visit our SHDH website:  
<https://www.shdh.org.au/employment/vacancies/>

Enquiries should be directed to Mrs. Maria Fox, NUM District Nursing.  
Ph: (03) 5033 349 or E: [mfox@shdh.org.au](mailto:mfox@shdh.org.au)

Applications including the names of three referees should be forwarded to:  
People & Culture, 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: Monday 6<sup>th</sup> December, 2021**

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



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<b>Position:</b>	<b>District Nurse Grade 3B HITH/PAC</b>
<b>Classification:</b>	YU15 /16,
<b>Department:</b>	District Nursing Service
<b>Reports to:</b>	Nurse Unit Manager
<b>Position Summary:</b>	The District Nurse YU15 /16, is to promote and enable, through excellent nursing skills, good specialized community nursing care to patients and their families, and support other health professionals.
<b>Responsibilities:</b>	<p><b><u>Patient Care:</u></b> <i>Outcome:</i></p> <ul style="list-style-type: none"> <li>• Clinically appropriate care is delivered in a therapeutic safe manner by competent professionals who comply with all legal and organisational requirements.</li> </ul> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Provides direct nursing care and advises and assists patients/clients/carers to maximise independence.</li> <li>• Liaises with other nursing, non-nursing, medical and allied health professionals to achieve quality client centred care.</li> <li>• Conforms to Swan Hill District Health and District Nursing Services and Nursing Division policy and procedures.</li> <li>• Knowledge surrounding My Aged Care, HACC PYP, HITH, PAC, WC, DVA, TAC funding sources.</li> <li>• Consults with Case managers, Client Advisors, Acute Ward NUM / ANUM Care Co-ordinator to facilitate timely admission to District Nursing.</li> <li>• Assesses clients on admission and at reviews time every 3 months or as appropriate. Completes necessary DNS paperwork, discusses and requests service authorisations for clients and instigates MAC referral for client service provision.</li> <li>• Assists in realistic goals of care in consultation with patient/clients and their carers.</li> <li>• Promotes safety of patient/clients in their own environment providing necessary advice, education and referrals.</li> <li>• Delegates client workload efficiently and appropriately according to staffing skill mix</li> <li>• Ability to problem solve, seek advice and work independently in a changing environment.</li> </ul> <p><b><u>Management:</u></b> <i>Outcome:</i></p> <ul style="list-style-type: none"> <li>• Effective and efficient management based on quality improvement principles.</li> <li>• Awareness of the following standards: <ul style="list-style-type: none"> <li>○ Aged Quality Standards</li> <li>○ National Safety and Quality Standards</li> </ul> </li> </ul> <p>Use standards to implement clinical care and management.</p>

	<p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Attends and participates in District Nurse meetings and in other nursing related meetings.</li> <li>• Participates in orientation of new staff.</li> <li>• Participates in self rostering to ensure a roster that provides appropriate staff and skill mix.</li> <li>• Reports incidents and accidents as per Swan Hill District Hospital Policy &amp; Procedure Manual.</li> <li>• Provides required input in to Department of Veterans Affairs and HACC Accreditation, Aged Quality Standards, National Safety and Quality Standards.</li> <li>• Supports growth and expansion of District Nursing Services by maximizing revenue opportunities and meeting all reporting requirements.</li> <li>• Advanced computer skills. Awareness of UNITi software, My Gov and My Aged Care Portals.</li> <li>• Advanced wound knowledge / Post Graduate Education and / or a willingness to undertake a course.</li> <li>• Regular Shiftwork.</li> <li>• Police check and working with children's check.</li> <li>• Delegate responsibility.</li> <li>• APRHA</li> <li>• Assist in undertaking and managing portfolios in DNS.</li> </ul> <p><b><u>Legal Responsibilities:</u></b> Functions in accordance with legislation and common law affecting nursing practice.</p> <ul style="list-style-type: none"> <li>• Maintains accurate records and statistics.</li> <li>• Maintains strict confidentiality.</li> <li>• Maintains AHRPA registration.</li> </ul> <p><b><u>In-service 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>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Registered Nurse.</li> <li>• Two years post-graduate experience.</li> <li>• Post basic qualification in Community Nursing desirable.</li> <li>• Registration Australian Health Practitioner Regulation Agency (AHPRA)</li> <li>• Drivers License.</li> <li>• BLS Competency</li> <li>• Police Check,</li> <li>• Working With Children's Check</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)</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 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</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> </ul>

<b>Improvement:</b>	<ul style="list-style-type: none"> <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>  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>	<p>Completion of My Work Plan on a yearly basis.</p>
<b>Previous Revision dates:</b>	<p>Sept 2018, Dec 2020, Jan 2021</p>
<b>Current:</b>	<p>NOV 2021</p>
<b>Managers Name:</b>	<p>Mrs. M. Fox</p>
<b>Managers Signature:</b>	
<b>Employees Name:</b>	

**Employees Signature:**

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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>			
<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>
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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