



Swan Hill  
District Health



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## Senior Experienced Midwives

**Are You Looking For A Tree Change Opportunity? – Multiple Short Term Positions Available (Maternity Unit Manager, Associate Unit Manager, Clinical Nurse Specialist, RM)**

If you are a registered Senior Midwife looking for some short or long term roles in an idyllic location, look no further than Swan Hill. Situated on the banks of Victoria's famous Murray River around 3.5 hours from Melbourne, Swan Hill offers the perfect platform to embrace the charm and pace only a regional lifestyle on the Murray can offer.

Our amazing team of midwives (17 EFT) are truly dedicated to the women and babies of our region. Our midwifery department has 2 birthing suites, 4 single bedrooms with ensuite facilities, provides pre and post-natal services and delivers 200 babies per year.

### Why you should apply:

- Enjoy a rewarding role working with and part of our dedicated midwifery team with obstetrician support 24/7.
- Become part of a progressive and innovative organisation that makes a difference for our community.
- Ability to work within minutes from home. No more commuting.
- Enjoy a reduction in your living costs with affordable housing, entertainment and education.

### What you need:

- Registered Nurse/Registered Midwife with Nursing and Midwifery Board of Australia.
- Minimum five years (5) postgraduate experience and experience in antenatal, intrapartum and postnatal care.
- Demonstrated knowledge of contemporary nursing and midwifery theory and practice.
- Demonstrated capacity to be part of a team with a hard work professional ethic & COVID dual vaccinated.

\*Please refer to the position descriptions for other key selection criteria requirements

**Salary: Highly Attractive Remunerations Packages Including Heavily Subsidised Accommodation, Relocation Expenses and Competitive Negotiable Above Award Wages. Supported leadership package for emerging leaders interested in applying for a MUM or AMUM role.**

For more information on this role please contact our Director of Clinical Care, Mrs. Chloe Keogh on (03) 5033 9250 or email [ckeogh@shdh.org.au](mailto:ckeogh@shdh.org.au). Position Description available on website.

Applications including the names of three referees should be forwarded to: [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.

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



*Inclusive    Compassionate    Progressive    Accountable*

<b>Position:</b>	<b>Nurse Unit Manager - Midwifery &amp; Newborn Unit.</b>
<b>Classification:</b>	Grade 4B, YZ11 – YZ33
<b>Department:</b>	Midwifery
<b>Reports to:</b>	Executive Officer - Clinical Services
<b>Position Summary:</b>	The position provides the Midwifery Unit with day to day operational leadership and management to ensure quality and safety in clinical care delivery. The Midwifery NUM co-ordinates and provides direct and indirect care for patients within the maternity unit and participates within the Clinical Services division management team.
<b>Responsibilities:</b>	<p><b>Patient Care:</b></p> <ul style="list-style-type: none"> <li>• Provides clinical supervision and advice to midwifery staff on all elements of maternity patient care.</li> <li>• Provides direct nursing/midwifery care, including in instances of birth room emergencies and complications, and neonatal or premature baby emergencies and complications.</li> <li>• Escalates care appropriately when required to optimize patient safety and care outcomes.</li> <li>• Demonstrates a commitment to a high standard of patient care whilst promoting a healthy, safe and happy family unit.</li> <li>• Supervises the planning of appropriate nursing/midwifery care to enable the effective utilization of available resources to achieve the Unit's philosophy and objectives.</li> <li>• Encourages and supports active birthing practices ensuring optimum patient/partner participation in labour.</li> <li>• Encourages and supports breast feeding practices and ensures all midwives and students are consistent in their approach to breast feeding support.</li> <li>• Liaises with Maternal and Child Health Nurses to enhance follow up care of mothers and babies.</li> <li>• Liaises with community agencies to support families with special needs and enhance continuity of care in the community.</li> <li>• Supports domiciliary midwifery, Preparation for Childbirth Education Ante-natal Booking-in and Midwife Clinic through the allocation of appropriate resources.</li> <li>• Ensures all care delivered is consistent with the DHHS Capability Framework for Maternity and Newborn care.</li> </ul> <p><b>Management:</b></p> <ul style="list-style-type: none"> <li>• Co-ordinates nursing services in the Midwifery Unit in an efficient and effective manner ensuring wherever possible that rosters reflect safe patient care legislation ratios. .</li> <li>• Facilitates case reviews including those that meet criteria for presentation at the Loddon Mallee Region Maternal &amp; Newborn M&amp;M Committee.</li> <li>• Ensures that all staff complete a My Work Plan annually.</li> <li>• Counsel's staff regarding their work related strengths and weaknesses utilizing the HWE Managing for Improved Performance process.</li> <li>• Attends and participates in Divisional and Department Head meetings and other meetings which require input on nursing/midwifery related matters.</li> <li>• Ensures optimum patient care by monitoring patient dependency, and in consultation with the Nursing Supervisor ensuring adequate resources are available.</li> <li>• Maintains an effective ongoing orientation programme.</li> <li>• Encourages the continuing development of each individual as a professional practitioner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintains and promotes harmonious relationships between all staff.</li> <li>• Ensures safe and equitable rostering of staff.</li> <li>• Supports the recommendations of any external reviews and works with Executive and others to achieve optimal outcomes..</li> <li>• Evaluates the service and responds to changed need and demand through the development of an appropriately skilled workforce and innovation in care delivery.</li> <li>• Demonstrates an understanding of industrial requirements in managing nursing/midwifery workforce issues and other legislation and codes of practice applying to the workplace.</li> <li>• Maintains Midwifery focused policy &amp; procedures.</li> <li>• Co-ordinates the Midwifery Services Management committee meetings second monthly.</li> <li>• Supports all midwives working in Midwifery to achieve FSEP level 3 and ensures that the requirements of the VMIA Incentivizing Better Safety Patient Care are achieved.</li> <li>• Provides a supportive environment for Postgraduate Diploma Midwifery Science paid employment model students and monitors student progress liaising with La Trobe University as required.</li> <li>• Facilitates PROMPT education through supporting the facilitators and working with Nursing staff Development to meet other education and training requirements for midwives.</li> </ul>
<b>Key Selection Criteria</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Registered Nurse/Registered Midwife with Nursing and Midwifery Board of Australia.</li> <li>• Minimum five years (5) postgraduate experience and experience in antenatal, intrapartum and postnatal care..</li> <li>• Demonstrated knowledge of contemporary nursing and midwifery theory and practice.</li> <li>• Demonstrated knowledge and understanding of National Standards Accreditation.</li> <li>• Demonstrated capacity to manage staff and provide leadership within the nursing/midwifery team.</li> <li>• Ability to apply contemporary management theory and cost effective resource management.</li> <li>• Evidence of commitment to Continuous Improvement and the delivery of a high standard of patient/client care and service.</li> <li>• FSEP level 3 competency or willingness to achieve same.</li> <li>• Evidence of annual participation in Neonatal resuscitation training, Maternity and Newborn Emergency Management Training and commitment to supporting PROMPT education within the Unit.</li> <li>• Proficiency in the use of information technology and specifically the Birthing Outcomes System as a super user.</li> <li>• Ability to work as an effective team member and establish positive and collaborative relationships across the organization.</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 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,</li> </ul>

	<p>high quality health care.</p> <ul style="list-style-type: none"> <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 recognize 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>March 2011, April 2015, Nov 2018, Feb 2020</p>
<b>Current:</b>	<p>July 2021</p>
<b>Managers Name:</b>	
<b>Managers Signature:</b>	

<b>Employees Name:</b>	
<b>Employees Signature:</b>	

<b>Position:</b>	<b>Associate Charge Midwife</b>
<b>Classification:</b>	Grade 3A or 3B (Y11-YW12)
<b>Department:</b>	Midwifery Unit
<b>Reports to:</b>	MUM Midwifery
<b>Position Summary:</b>	<ul style="list-style-type: none"> <li>• To support the Midwifery Unit Manger in leading and managing the unit in line with Swan Hill District Health's policies and procedures, and the Strategic Plan.</li> <li>• As a senior member of the nursing team, provide and promote safe and quality nursing care and as dictated by the Australian Nursing and Midwifery Council (ANMC) national competency standards, the Code of Ethics and the Code of Professional Conduct for midwives in Australia.</li> <li>• To deputise for the NUM in their absence.</li> <li>• To practice and promote continuous improvement and a culture of learning and evidence-based practice.</li> </ul>
<b>Responsibilities:</b>	<p><b><u>Patient Care:</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate commitment to the provision of care, which focuses on the neonate and their family.</li> <li>• Respect the dignity, culture, values and beliefs of the family and their right to informed decision-making in the provision of care to the neonate.</li> <li>• Integrates the best external evidence with individual clinical expertise and encourages informed decision making.</li> <li>• Maintain a physical and psycho-social environment which promotes safety, security, confidentiality and optimal health care for patients and family.</li> <li>• Conduct comprehensive and systematic assessment of patients and their families to then plan, implement and evaluate care interventions with a family centred approach.</li> <li>• Respond to clinical changes in patient condition and initiate intervention and consultation with relevant members of the multidisciplinary team as required.</li> <li>• Identify actual and potential health problems through accurate interpretation of data.</li> <li>• Respond effectively to emergency situations.</li> <li>• Demonstrate competency in performance of technical skills relevant to level of expertise.</li> <li>• Provides domiciliary care to women/infants in the Swan Hill District Hospital midwifery domiciliary care catchment area.</li> <li>• Encourages and supports breast feeding practices and prepares patients for ongoing infant nutrition following discharge.</li> <li>• Reports incidents and accidents and completes associated documentation in a timely manner.</li> </ul> <p><b><u>Leadership/Management:</u></b></p> <ul style="list-style-type: none"> <li>• Provide leadership and be professionally accountable for the standard of nursing care provided.</li> <li>• Demonstrate leadership and be a mentor and resource to the junior staff including students and graduate midwives.</li> <li>• Delegate aspects of care according to role, functions, capabilities and learning needs.</li> <li>• Ensure staff are aware of their professional responsibilities and medico-</li> </ul>

	<p>legal obligations.</p> <ul style="list-style-type: none"> <li>• Aware of the ability of other midwives and clerical staff and ensure that they work within their competencies and education.</li> <li>• Accept in charge responsibility in the absence of the Unit Manager and as required.</li> <li>• Attends and participates in Ward meetings on a regular basis, and in-patient conferences and in other nursing related meetings.</li> <li>• Counsels staff regarding their work related strengths and weaknesses and participates in My Work Plan.</li> <li>• Participates in orientation of new staff/students.</li> <li>• Assists with staff rostering.</li> <li>• Assumes responsibility for designated portfolio.</li> <li>• Counsel staff as appropriate and as necessary and seek advice regarding ongoing problems.</li> <li>• Demonstrate high-level problem-solving techniques including problem identification, analysis and solution.</li> <li>• Ensure effective levels of communication, both with staff within the unit, community based professional colleagues and with other internal departments.</li> <li>• Participate in multidisciplinary team meetings, case reviews, reviews of standards and specific unit practices.</li> <li>• Undertake annual performance enhancement and identify learning needs.</li> <li>• Demonstrates an informed and sensitive approach to industrial issues.</li> <li>• Active in own ongoing professional development and actively encourages a supportive learning environment within the unit.</li> <li>• Participate in orientation, preceptorship and mentoring of new staff and students.</li> <li>• Actively participates in clinical education of staff and assists colleagues to meet their identified objectives.</li> <li>• Ensures that all staff participates in continuing education and that access to any hospital program is arranged in an equitable manner.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Demonstrated leadership ability</li> <li>• Registered Midwife with AHPRA minimum 5 years post graduate experience</li> <li>• Understanding of evidence based Midwifery theory and practice.</li> <li>• Knowledge and understanding of National Standards and Accreditation.</li> <li>• Well-developed interpersonal and communication skills.</li> <li>• Computer literacy</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 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</li> </ul>

	<p>improving patient outcomes and maintaining accreditation standards.</p> <ul style="list-style-type: none"> <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>February, 2018, April 2018, Feb 2020</p>
<b>Current:</b>	<p>May 2021</p>
<b>Managers Name:</b>	<p>Cheryl Delmenico</p>
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	





<b>Position:</b>	<b>Registered Nurse in Midwifery</b>
<b>Classification:</b>	YP4 – 11
<b>Department:</b>	Midwifery Unit
<b>Reports to:</b>	NUM Midwifery
<b>Position Summary:</b>	The Registered Nurse provides nursing care within the midwifery unit within RN Scope Of Practice and under the supervision of the Midwife. Care of non-midwifery patients will occur under the direction and supervision of a Registered Nurse/Registered Midwife.
<b>Responsibilities:</b>	<p>The Registered Nurse in Midwifery:</p> <ul style="list-style-type: none"> <li>• Is responsible for their own practice within the definitions of their current nursing registration and relevant legislation;</li> <li>• Complies with the relevant legislation, standards, code of practice and competencies consistent with the Registered Nurse role;</li> <li>• Works within SHDH and the Midwifery Unit policies and guidelines;</li> <li>• Is aware of their scope including the limitations and determination of appropriate and timely referral;</li> <li>• Maintains their own professional portfolio and commitment to learning and development through the use of evidence based practice and research;</li> <li>• Participates in Clinical Supervision and Unit review activities;</li> <li>• Develops strong professional links and partnerships with GP obstetricians/obstetricians and other midwives;</li> <li>• Complies with relevant documentation requirements for maternal and infant health care and other patient/client care activities;</li> <li>• Promotes safe and effective nursing care in midwifery unit; promotes and supports effective newborn feeding</li> <li>• Ensures nursing practice is culturally relevant and safe;</li> <li>• Communicates information to facilitate appropriate decision making in a manner which protects privacy and confidentiality;</li> <li>• Assesses, plans, provides and evaluates safe and effective care always in consultation with the midwife for both low risk and complex mothers and/or babies</li> <li>• Demonstrates an ability to work as part of a multidisciplinary team and work collaboratively with midwives and other health care providers.</li> </ul>
<b>Key Selection Criteria</b>	<p>Current Registration and Authority to Practice as a Registered Nurse with the Nurses and Midwifery Board of Australia.</p> <ul style="list-style-type: none"> <li>• Understanding of evidence based nursing theory and practice.</li> <li>• Knowledge and understanding of National Standards and Accreditation.</li> <li>• Well-developed interpersonal and communication skills.</li> <li>• Experience in acute medical and surgical.</li> <li>• Computer literacy</li> <li>• An interest in working with women and families with new babies</li> <li>• A willingness to be part of a team supporting women on their birthing journey.</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 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>	<p><b>Connected Care / Best Experience</b></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>
<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>	All employees must be aware of and complete designated mandatory training within the required time frame.
<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>	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>	May 2011, March 2013,DEC 2020
<b>Current:</b>	July 2021
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



<b>Position:</b>	Clinical Nurse Specialist/Clinical Midwife Specialist
<b>Classification:</b>	YS9
<b>Department:</b>	All Departments
<b>Reports to:</b>	Nurse Unit Manager of relevant ward/department
<b>Position Summary:</b>	<p>In Victoria, the Clinical Nurse Specialist (CNS) is defined in the EBA as a nurse who 'is responsible for clinical nursing duties' recognised as someone providing direct clinical care. The CNS is a clinical expert in an area of nursing specialisation and accepts responsibility for professional activities that support service delivery and the professional development of self and others.</p> <p>An advanced practice registered nurse or midwife appointed to the grade with specific postgraduate qualifications and 12 months experience working in the clinical area of her/his relevant specialist field OR minimum four (4) years' post basic registration experience including three 3 years' experience within the relevant area of specialty.</p>
<b>Responsibilities:</b>	<p><b>Accountability</b></p> <p>The CNS demonstrates a minimum level of proficiency as follows:</p> <ul style="list-style-type: none"> <li>• Ability to initiate appropriate intervention in response to accurate interpretation of the changing health status of patients.</li> <li>• Knows what to expect and how to modify plans in atypical situations</li> <li>• Is proficient in problem-solving and decision-making</li> <li>• Is stimulated to question practice and continuously develop self and others.</li> <li>• Proven ability to demonstrate and act as a role model for clinical excellence in the delivery of patient care.</li> <li>• Operate as a professional resource person</li> </ul> <p><b>Patient Care</b> <i>Outcome:</i> Advanced clinical expertise is utilised in caring for the acutely ill patient.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Acts as a role model for clinical excellence in care delivery within the relevant department/unit.</li> <li>• Demonstrates the ability to provide expert care of the compromised medical or surgical patient.</li> <li>• Demonstrates the ability based on advanced education and/or experience to detect life threatening emergencies and to initiate appropriate first line management.</li> </ul> <p><b>Management</b> <i>Outcome:</i> The Clinical Nurse Specialist serves as a mentor to other nursing staff and brings their knowledge of bedside nursing to organisational leadership to improve clinical practice.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Demonstrates a willingness to share clinical expertise with beginning practitioners and be flexible in accepting change.</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively participates in unit based education and acts as a preceptor for undergraduate nursing students and beginning practitioners.</li> <li>• Ensures that evidence based practice is encouraged within the unit and supports other nursing staff to utilise research in their practice.</li> <li>• Ensures that care is delivered in a way which is outcome based and involves patients, relatives and the interdisciplinary team in goal setting.</li> <li>• Actively participates in unit quality improvement activities.</li> <li>• Participates in review of clinical practice within the ward and assumes a clinical leadership role.</li> </ul> <p><b>Legal Responsibilities</b> Functions in accordance with legislation and common law affecting nursing practice.</p> <p><b>Continuous Professional Development</b></p> <ul style="list-style-type: none"> <li>• It is the responsibility of each CNS to ensure they take responsibility for continuous professional development activities as per the SHDH Mandatory and Required Training Policy.</li> </ul> <p><b>Education, Research and Quality</b> <i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Maintenance of current knowledge of trends in nursing practice utilising all appropriate study methods.</li> <li>• Demonstrates a commitment to quality improvement and actively participates in the National Standards.</li> <li>• Maintenance of membership of relevant professional interest groups or relevant hospital committees or working groups.</li> <li>• Participation in hospital/unit education programs.</li> <li>• Participation in orientation/preceptorship programs for new staff members/students.</li> <li>• Contribute to the development of the profession of nursing and maintain own professional development.</li> <li>• Maintain current knowledge of trends in specialty/profession.</li> <li>• Commitment to evidence based practice and department/unit quality improvement activities.</li> <li>• Contribute to revision/formulation of policies and procedures.</li> </ul> <p><b>Ongoing agreed CNS criteria fulfilment</b></p> <ul style="list-style-type: none"> <li>• CNS is a personal classification that allows an individual CNS to elect at a future date to discontinue fulfilling the higher level role CNS criterion and revert to a non-CNS Grade 2 classification whilst remaining within the current department/unit.</li> <li>• In cases where it is identified by the manager that the individual CNS has ceased to meet the agreed criteria for the CNS classification, the CNS will have the capacity to produce evidence of meeting the criteria within a seven (7) day timeframe. If evidence is not produced, the classification can be withdrawn.</li> </ul>
<p><b>Key Selection Criteria</b></p>	<p>To be successful in the CNS role, you will need to be able to demonstrate:  Current nursing registration with the Australian Health Practitioner Regulation Agency (AHPRA)  Flexibility and ability to prioritise workloads  Effective communication skills  Well-developed interpersonal skills and effective working relationships  Commitment to ensuring safe quality care for all patients and their families.  Completion of post-graduate studies in relevant field or consideration to undertake relevant studies.  Demonstrate active participation/membership on relevant professional interest groups and hospital committees/working groups or other.</p>

	Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)
<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 minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimisation 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> <li>• 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.</li> </ul>
<b>Person Centered Care:</b>	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.
<b>Our Purpose:</b>	Connected Care / Best Experience 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>	<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> </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>	March 2011, May 2018, Nov 2019, Dec 2020
<b>Current:</b>	January 2021
<b>Managers Name:</b>	Mrs. C. Keogh
<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

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

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:

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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