



**Swan Hill**  
District Health  
Connected Care. Best Experience.



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **Nurse Unit Manager - Operating Theatre**

1.0 FTE Full Time position

An opportunity has become available for a full time suitably qualified and experienced Registered Nurse to be the Nurse Unit Manager of our Operating Theatre. The Operating Theatre complex offers a range of specialist and general surgeries. This is a mixed clinical and management role.

### **We require:**

- Division One Registered Nurse (AHPRA).
- Post graduate qualification in peri-operative Nursing or broad experience in Operating Suite essential.
- Tertiary management qualification or willingness to undertake management studies desirable.

The position includes an attractive salary, as well as salary packaging, and a relocation allowance. Swan Hill District Health is also strongly committed to professional development.

Salary: TBA plus penalty rates as applicable.

### **Want More Info?**

Applications and Enquiries should be directed to Mrs. Chloe Keogh, Director of Clinical Care.

Ph: (03) 5033 9250

Email: [ckeogh@shdh.org.au](mailto:ckeogh@shdh.org.au)

Applications should include names of three referees.

A copy of the Position Description and HOW TO APPLY information is on our web site [www.shdh.org.au](http://www.shdh.org.au)

Completed Applications, along with an 'Application for Employment' form 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)

**Closing date: Friday 1<sup>st</sup> July, 2022.**

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



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<b>Position:</b>	Nurse Unit Manager
<b>Classification:</b>	Grade 4A – 4B. (YZ11 – YZ33)
<b>Department:</b>	Operating Theatre
<b>Reports to:</b>	Executive Officer – Clinical Services
<b>Position Summary:</b>	Registered Nurse div 1 (AHPRA). Post graduate qualification in peri-operative Nursing or broad experience in Operating Suite essential. Tertiary management qualification or willingness to undertake management studies desirable.
<b>Responsibilities:</b>	<p><b><u>Clinical:</u></b></p> <ul style="list-style-type: none"> <li>• Manages the Operating Rooms, Day Procedure Unit, Pre Admission Clinic and C.S.S.D. in an effective and efficient manner.</li> <li>• Ensures that Nursing Staff activities are consistent with the policies and procedures of the Clinical Services Division.</li> <li>• Assigns nursing care according to level of experience and dependency of patient.</li> <li>• Maintains clinical expertise through participation in all peri-operative nursing procedures including case load as appropriate.</li> <li>• Liaises with medical and allied health professionals to provide holistic patient care.</li> <li>• Monitors equipment repair and replacement so as to avoid problems associated with obsolescence.</li> <li>• Maintains an effective and ongoing Department Orientation Programme.</li> <li>• Participates in patient handover as necessary.</li> <li>• Ensures the safety of patients and staff, and security of Hospital property and equipment.</li> <li>• Reports incidents and accidents and ensures that equipment is of acceptable standard.</li> </ul> <p><b><u>Leadership and Management:</u></b></p> <ul style="list-style-type: none"> <li>• Evaluates nursing staff performance in accordance with position descriptions and Clinical Services Division policies.</li> <li>• Counsel's staff regarding their work related strengths and weaknesses.</li> <li>• Attends and participates in Clinical Heads of Department, Theatre Committee, Acute Services and Department Heads meetings as required.</li> <li>• Prepares staff rosters and where appropriate supervises self-rostering. Organises and participates in "on call" rosters as required.</li> <li>• Liaises with General and Specialists Surgeons to ensure fair and efficient Operating Room schedules.</li> <li>• Formulates department philosophy and objectives, and reviews and revises these documents regularly.</li> <li>• Maintains and promotes harmonious relationships between nursing and medical staff within the department and throughout the Hospital.</li> <li>• Encourages critical and flexible thinking to promote change, and develop staff skills and motivation.</li> <li>• Ensures staff rotation within the department to maintain a suitably skilled and experienced workforce.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manages nursing workforce consistent with industrial and professional requirements.</li> <li>• Monitors activity within the department to ensure that expenditure on consumables is within budget and organization limitations.</li> <li>• Prepares a Quality Improvement plan annually and reviews departmental budget in consultation with Executive Officer – Clinical Services.</li> <li>• Demonstrates an understanding of industrial requirements in managing nursing workforce issues and other legislation and codes of practice applying to the workplace.</li> </ul> <p><b><u>Legal Responsibilities:</u></b> Functions in accordance with legislation and common law affecting nursing practice.</p> <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>	<p><b><u>Required:</u></b></p> <ul style="list-style-type: none"> <li>• Registered Nurse (division 1) with Nursing and Midwifery Board of Australia registration.</li> <li>• Relevant post graduate experience.</li> <li>• Demonstrated knowledge of contemporary nursing and midwifery theory and practice.</li> <li>• Demonstrated knowledge and understanding of National Standards.</li> <li>• Demonstrated ability to manage staff and provide information and education to patients and carers about planned procedures including expected length of stay and post discharge support.</li> <li>• Demonstrated well developed interpersonal and communication skills.</li> <li>• Computer literacy.</li> <li>• Strong organizational skills.</li> <li>• Understanding of and competence in basic and advanced life support techniques, including airway management, ventilation support and circulatory support.</li> </ul> <p><b><u>Desired:</u></b></p> <ul style="list-style-type: none"> <li>• Post graduate qualification in peri-operative nursing.</li> </ul> <p>Tertiary management qualification</p>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2021-2024.
<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> </ul>

	<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>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</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 with 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 their safety and the safety of others while at work.</li> <li>Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their 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>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b> <b>Current:</b>	March 2011, January 2014, September 2017, June 2022
<b>Managers Name:</b>	Chloe 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

<b>Position Applying for</b>	
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<b>First name</b>		<b>Middle name</b>	
<b>Last name</b>			
<b>Address</b>			
<b>Preferred name</b>			
<b>Contact</b>	<u>Phone</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:

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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