



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## Associate Director Of Nursing

### Permanent Full-time or Part-time Negotiable

Swan Hill District Health are seeking applications from Experienced Registered Nurses with a strong critical care background and the ability to troubleshoot any clinical acuity issues.

An Emergency, Theatre, Dialysis, Oncology, Midwifery, Acute, or ICU background is highly desired.

#### **About the role:**

You will be required to co-ordinate the provision of safe, effective, evidence based and person centered care throughout the hospital during rostered shifts. This includes a bed management and patient flow function to ensure timely and appropriate allocation of beds including acceptance of patient transfers to SHDH in the context of patient acuity, nursing resource availability and capacity.

The successful applicant is required to:

- Monitor work practices and management strategies
- Increase efficiency and effectiveness within nursing services
- Manage nursing resources
- Maintain appropriate information flow throughout organisation
- Practice excellent leadership, people and communication skills

#### **Requirements:**

- Current AHPRA Registration
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

**About us:** Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member.

Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Free onsite car parking
- ◆ Salary Sacrifice/Packaging
- ◆ Discounted Corporate gym memberships
- ◆ Professional Development opportunities
- ◆ Employee Assistance Program

**To apply for this position:** email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Catherine Kemp, Acting Executive Director of Clinical Care  
Title, Ph: (03) 5033 9250 or E: [ckeogh@shdh.org.au](mailto:ckeogh@shdh.org.au)

**Closing Date: 4<sup>th</sup> October, 2022**

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*



<b>Position:</b>	ADON – Grade NM 5B (all shifts)
<b>Classification:</b>	ZB9
<b>Department:</b>	Clinical Services
<b>Reports to:</b>	<b>Executive Director of Clinical Care</b>
<b>Position Summary:</b>	To co-ordinate the provision of safe, effective, evidence based and person centered care throughout the hospital during rostered shifts. This includes a bed management and patient flow function to ensure timely and appropriate allocation of beds including acceptance of patient transfers to SHDH in the context of patient acuity, nursing resource availability and capacity.
<b>Responsibilities:</b>	<p><b><u>Patient Care:</u></b>  <b><i>Leadership and Management:</i></b>  The Nursing Supervisor monitors work practices and management strategies which increase efficiency and effectiveness within nursing services.</p> <p>Performance Indicators:</p> <ul style="list-style-type: none"> <li>Assumes overall responsibility for the management of the hospital for the rostered shift.</li> <li>Assists in nursing policies and procedures development.</li> <li>Provides support for Nurse Unit Managers and assists them in staff management including supporting the development of a culture emphasising safety.</li> <li>Supports specific projects which involve the Clinical Services division and encourages nursing staff engagement in such projects.</li> <li>Participates and contributes in appropriate meetings and other forums to provide an after-hours perspective.</li> <li>Deputises for Director of Clinical Care when required.</li> <li>Speaking up for safety: All staff are expected to be apply, support and understand the Speaking up for Safety program actively in place within the organisation.</li> </ul> <p><b><u>Clinical Care:</u></b>  Outcome:  Care in all clinical units and departments is delivered in a manner which is clinically appropriate.</p> <p>Performance Indicators:</p> <ul style="list-style-type: none"> <li>Ensures all nursing documentation meets required standards.</li> <li>Maintains a sound knowledge of contemporary nursing and midwifery (If applicable) Issues.</li> <li>Develops and implements strategies to deal with issues relating to After hours nursing services.</li> <li>Provides a nursing co-ordinating function in consultation with NUMs/ANUMs to monitor workloads and patient acuity and arrange required nursing resources.</li> <li>Offers direct assistance when requested by senior staff in various Wards and departments.</li> <li>Acts as a nurse/midwife (If applicable) resource as/when indicated depending on qualification and experience.</li> </ul>

**Human Resource Management:**

Outcome:

Nursing resources are managed in a manner that reflects employment legislative requirements including Safe Patient Care Act, merit and equity principle, industrial relations and Occupational Health & Safety principles and practice.

Performance Indicators:

- Demonstrates an understanding of budgetary impacts associated with the employment of various staff.
- Participates in negotiations and discussions to identify human, physical and financial requirements relating to nursing resources particularly nursing rosters.
- Participates in dispute resolution and conflict management processes.
- Completes My Work Plans with bank nursing staff as requested.

**Safe Practice and Environment:**

Outcome:

Work practices comply with Infection Control, Occupational Health & Safety and Emergency Policy & Procedures.

Performance Indicators:

- Familiarise self with policy and procedures as detailed in relevant manuals.
- Complies with requirements relating to annual update on Infection Control, Occupational Health & Safety and BLS.
- Demonstrates knowledge of the appropriate actions to be taken concerning potential threats, incidents, accidents or occurrences in the organisation to ensure the safety of staff, patients, residents and visitors.
- Participates in product evaluation and review of existing products and equipment used by nursing services.
- Analyses patient incident reports and conducts trend analysis for reporting to Patient Care review Committee.

**Information Management:**

Outcome:

Appropriate information flow is maintained throughout the organisation to ensure efficient and effective management of nursing and other services.

Performance Indicators:

Maintains a working knowledge of the various clinical information management systems – iPM, EDIS, BOS and Management Advantage. Accesses medical records from HIM as requested by ED, Mid or Acute.

Legal Responsibilities:

- Maintains accurate records and statistics.
- Maintains strict confidentiality of all personal information.

**Safety Responsibilities:**

It is the responsibility of each Clinical Services Division staff member to:

- Report accidents, incidents and potential hazards promptly to their departmental head;
- Be familiar with emergency and evacuation procedures;
- Comply with Occupational Health & Safety requirements;
- Take reasonable care of the health and safety of others.

**Inservice Education:**

It is the responsibility of each staff member to:

- Attend an annual infection control update;
- Attend an annual fire extinguisher demonstration.

<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• AHPRA Registration (Registered Nurse NMBA) Midwifery qualification desirable but not mandatory.</li> <li>• Relevant post graduate clinical and/or tertiary management qualifications highly regarded.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Computer literacy essential.</li> <li>• National Police Record check.</li> <li>• Understanding of and competence in basic life support techniques, including airway management, ventilation support and circulatory support. ALS competency highly regarded.</li> <li>• Current National Police Record Check</li> <li>• Current "Working with Children Permit"</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul>
<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 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>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>	<b>Connected Care / Best Experience</b> SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.
<b>Privacy and Confidentiality:</b>	SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection. Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	March 2011, August 2018, August 2019, March 2021, Feb 22
<b>Current:</b>	June 22
<b>Managers Name:</b>	Executive Director of Clinical Care
<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>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)**

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