



**Swan Hill**  
District Health

Connected Care. Best Experience.



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## Enrolled Nurse Graduate Program 2023

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

The EN Graduate Program is a 6 month transition to practice at 0.8 EFT commencing in March 2023. Clinical rotations include aged care and acute care settings. The program will offer the following;

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

The program has been designed to:

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

### About You:

- Diploma of Nursing qualification
- 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 Jayne Stead, Education Manager on Hiring Manager, Title,  
Ph: (03) 5033 442 or E: [jstead@shdh.org.au](mailto:jstead@shdh.org.au)

**Closing date: 10<sup>th</sup> December 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>	<b>Graduate Enrolled Nurse</b>
<b>Classification:</b>	IB68 EN Level 2.3 Diploma Entry
<b>Department:</b>	Acute Ward, Subacute, Logan Lodge and Jacaranda Lodge
<b>Reports to:</b>	Nurse Unit Manager(s), Education Manager and Graduate Coordinator.
<b>Position Summary:</b>	<p>The Graduate Enrolled Nurse participates in a structured and supported program to assist the new nurse in consolidate skills and increase confidence in the professional role of Enrolled Nurse. The position includes exposure to Acute and Aged Care settings.</p> <p>The Graduate Enrolled Nurse is to utilise the program as an opportunity to consolidate and apply learning and professional development to make the transition from student to a skilled practitioner.</p> <p>The Graduate Enrolled Nurse will receive support from the Clinical Nurse Education Team, the NUM and ANUMs within Sub Acute and Aged Care Facility. Support will include orientation, the establishment of individualised Learning Development Plans and ongoing performance review feedback and debriefing.</p> <p>The Graduate Enrolled Nurse will actively participate in the development of individualised learning objectives and seek clinical opportunities to fulfil them.</p> <p>The Graduate Enrolled Nurse is expected to utilise reflective practice as an integral part of clinical practice. The appointee will contribute to the overall performance of the team consistent with Swan Hill District Health Service Purpose and Values.</p>
<b>Responsibilities:</b>	<p><b><u>Patient Care:</u></b> <i>Outcome:</i> Patient care is evidence based and complies with professional, ethical and legal practice requirements and is delivered in a safe and harmonious environment.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Provides direct high quality standard of nursing care to allocated patients in collaboration with the multidisciplinary team.</li> <li>• Recognise the Enrolled Nurse responsibilities for delegation of care.</li> <li>• Meet expectations of the Graduate EN Nursing Program by developing and consolidating nursing competencies in accordance with the requirements of the Graduate Nurse Program.</li> <li>• Contributes to the development of all staff including new and casual staff to the area.</li> <li>• Accepts accountability for own actions and seek guidance if situations exceed the scope of practice of an Enrolled Nurse.</li> <li>• Performs nursing interventions and procedures in accordance with Swan Hill District Health Policy and Procedures.</li> <li>• Attends and participates in the ward meetings on a regular basis.</li> <li>• Participates in patient handover.</li> <li>• Reports incidents and accidents and completes documentation as required by Nurse Unit Manager/ Associate Charge Nurse.</li> </ul>

- Carries out other duties as delegated by the Nurse Unit Manager/Associate Charge Nurse.
- Ensures the safety of patients, visitors and staff and the security of hospital property and equipment.
- Ensures all care given is documented in a way that meets organizational and professional requirements.
- Refrains from imposing personal values, attitudes or beliefs when making decisions and providing care.

**Management:**

*Outcome:*

The Unit is managed in an efficient and effective way in which optimises outcomes for consumers, families and staff.

*Performance Indicators:*

- Attends and participates in patient/consumer conferences, and in other nursing related meetings as directed by Nurse Unit Manager/Associate Nurse Unit Manager.
- Participates in collaborative rostering within the ward/department.
- Seeks assistance from senior nurses in developing time management and patient management skills.
- Liaise with the multi-disciplinary team to achieve the desired patient outcomes.
- Support integration of undergraduate, graduate and post graduate nurses including enrolled nurses within the unit.
- Recognise the Enrolled Nurse responsibilities for delegation of care.
- Accept accountability for own actions and seek guidance if situation exceed the scope of practice of a registered nurse.

**Education:**

*Outcome:*

The Ward provides a supportive environment conducive to teaching and learning.

*Performance Indicators:*

- Actively pursues professional development opportunities to maximise knowledge of contemporary nursing issues and current clinical practice.
- Assists with health teaching for patients and their families and significant others.
- Promotes patient advocacy, health promotion and teaching.
- Assists with support of undergraduate nursing students by acting as appropriate role model and preceptor.
- Participates in continuing education sessions, committees, special project groups and relevant professional groups.
- Develops strategies to meet identified learning needs.
- Demonstrates a commitment to ongoing professional development and achievement of the ward/unit and Organisational performance indicators.
- Understands and complies with mandatory continuing professional education requirements as determined by AHPRA.

**Legal Responsibilities:**

- Functions in accordance with legislation and common law affecting nursing practice.

- Key Selection Criteria**
- Mandatory:
- Successful completion of a recent Diploma of Nursing program in the last 12 month period.
  - Commitment to working to our values of Compassion, Progressive, Accountable and Inclusive and contributing to a positive team environment.
  - Demonstrated experience in providing care delivery, with a focus on

	<p>partnering with the patient or consumer for their care needs.</p> <ul style="list-style-type: none"> <li>• Demonstrated commitment to ongoing professional development and learning</li> <li>• Demonstrated ability to communicate in written, electronic and verbal form</li> <li>• Knowledge of Medication Administration</li> <li>• Ability to understand how the standards and guidelines for nursing practice, translate to resident care.</li> <li>• Ability to prioritise workloads, and manage time effectively</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>	<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>	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>	At the completion of each rotation or as required based on performance. Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	April 2021
<b>Current:</b>	Feb 2022
<b>Managers Name:</b>	NUM of Unit working in Staff Development Manager for employment matters
<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