



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Registered Nurse Primary Health Medical Centre

Part time position

An exciting opportunity has become available for a suitably qualified Registered Nurse to join Our dynamic and progressive Primary Health Medical Centre Team.

Role requirements:

- Registered Nurse (AHPRA).
- Immunization certificate or desire to complete within first 12 months.

The registered nurse position within the Swan Hill Primary Health Medical Centre (PHMC) supports the provision of quality nursing care through efficient, effective and safe coordination and implementation of services and evaluation of outcomes.

Selection Criteria:

- Understanding of MBS nursing terminology
- Understanding of RACGP Standards for general practice
- Highly developed organisational and advanced customer service skills
- Evidence of Commitment to professional Development and education.
- Keen interest in chronic health and specially areas e.g.: Cardiology and paediatrics.

Salary range: RN \$67,236.00 - \$89,902.80 plus penalty rates as applicable.

Want more information?

Applications and Enquiries should be directed to Practice Manager Samantha Hellsten.

Email: Shellsten@shdh.org.au

How to Apply:

For more information on how to apply, and full position description, please visit www.shdh.org.au

Applications including the names of three referees, an Application for employment form, CV and Cover letter addressing the KSC should be forwarded to: employment@shdh.org.au.

Applications must address the Key Selection Criteria and should be accompanied by an application for employment form.

Closing date: 22/03/2024

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.



Position:	Registered Nurse – Primary Health Medical Centre
Classification:	RN Grade 2
Department:	Primary Health Medical Centre
Reports to:	Primary Health Medical Centre Practice Manager
Position Summary:	The Registered Nurse position within the Swan Hill Primary Health Medical Centre (PHMC) supports the provision of quality nursing care through efficient, effective and safe coordination and implementation of services and evaluation of outcomes.
Responsibilities:	<p>Care:</p> <p>Clinical:</p> <ul style="list-style-type: none">• Health screening and assessment• Health promotion and chronic disease management• Immunization and other medication administration• Wound management and assistance with minor surgical procedures• ECG, Spirometry, PAP smears and other relevant investigation <p>Outcome:</p> <ul style="list-style-type: none">• Ensure clinically appropriate care is delivered in a therapeutic safe manner• Support efficient management of recalls and follow up test results• Liaise with other nursing, medical and allied health professionals to achieve quality, patient centered care outcomes• Promotes safety of patients and provide necessary advice, education and referrals. <p>Management</p> <ul style="list-style-type: none">• Ensure effective and efficient management of own time and allocated resources• Ensure consumables, equipment and medications are kept stocked and maintained to appropriate standards and conditions including register of stock• Ensure appropriate levels of cleanliness of clinical rooms and equipment• Work with the practice manager and others to maintain up to date policies and procedures• Attends and participates in PHMC's meetings and other SHDH related meetings.• Participates in orientation of new staff.• Reports incidents and accidents as per SHDH Policy & Procedure Manual.• Supports growth and expansion of the PHMC by maximizing revenue opportunities and meeting all reporting requirements. <p>Legal Responsibilities:</p> <ul style="list-style-type: none">• Functions in accordance with legislation and standards affecting nursing practice.• Maintains accurate records and statistics.• Maintains strict confidentiality.• Maintains AHRPA registration.

	<p><u>In-service Education:</u></p> <p>It is the responsibility of each Clinical Services Division staff member to:</p> <ul style="list-style-type: none"> • Satisfactorily complete an annual CPR program • Demonstrates a sound knowledge of the "No Lift" program; • Maintains current knowledge of infection control guidelines; • Attend an annual fire extinguisher demonstration.
Key Selection Criteria:	<p>Essential</p> <ul style="list-style-type: none"> • Nurse Board of Victoria current registration as Division 1 Registered Nurse. • Minimum 2 years nursing experience in a GP practice or primary care setting • Understanding of MBS nursing items • Understanding of RACGP standards for general practice • Highly developed organizational skills • Advanced Customer Service skills • Well-developed written and verbal communication skills. • Competence in relevant computer software packages. • Evidence of a commitment to professional development and teaching • Holds a current driver's license • Current police clearance and working with children, or be willing to obtain one Current National Police check • 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. <p>Highly Desirable</p> <ul style="list-style-type: none"> • Immunization certificate • Knowledge of Best Practice software <p>Knowledge of delivering services to people of diverse backgrounds including culturally and linguistically diverse and Aboriginal and Torres Strait Islander communities.</p>
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2021 - 2026.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.

Person Centered Care:	<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 & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Our Purpose:	<p>Connected Care / Best Experience</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>
Privacy and Confidentiality:	<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>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	May 2016, Jan 2022
Current:	Aug 2022
Managers Name:	Samantha Hellsten – Practice Manager
Managers Signature:	
Employees Name:	
Employees Signature:	



Position:	Registered Nurse (Grad Nurse)
Classification:	Grade 2, Year 1
Department:	Acute Ward, Emergency Department, Operating theatre, Sub-Acute, Swan Hill Primary Health Medical Centre and Bendigo Health Mental Health Services
Reports to:	Nurse Unit Manager(s), Education Manager and Graduate Coordinator.
Position Summary:	<p>The Graduate Nurse Program (GNP) is designed to support nurses in the clinical area and to provide opportunities for consolidation of theory and refinement of clinical skills. The program consists of clinical and theoretical components which include those areas defined as major practice requirements for beginning practitioners at Swan Hill District Health.</p> <p>As a Graduate Registered Nurse you are a vital member of the multi disciplinary team who strive to deliver excellent care to patients and families. You understand the importance of providing nursing care which focuses on the best possible outcomes for your patients. Your interactions with patients, relatives and colleagues are guided by the organisation's values of patient centred care, trust and respect in an environment which continuously identifies opportunities for improving the quality of patient care.</p> <p>This is a defined 12-month program. (ongoing employment is dependent upon vacancies and subject to successful re-application) Ref: SHDH Grad Program Manual</p>
Responsibilities:	<p><u>Patient Care:</u> <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"> • Provides direct high quality standard of nursing care to allocated patients in collaboration with the multidisciplinary team. • Recognise the Registered Nurse responsibilities for delegation of care. • Meet expectations of the Graduate Nursing Program by developing and consolidating nursing competencies in accordance with the requirements of the Graduate Nurse Program. • Contributes to the development of all staff including new and casual staff to the area. • Accepts accountability for own actions and seek guidance if situations exceed the scope of practice of a Registered Nurse. • Performs nursing interventions and procedures in accordance with Swan Hill District Health policy and Procedures. • Attends and participates in the ward meetings on a regular basis. • Participates in patient handover. • Reports incidents and accidents and completes documentation as required by Nurse Unit Manager/ Associate Charge Nurse. • 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 organisational and professional requirements.

	<ul style="list-style-type: none"> Refrains from imposing personal values, attitudes or beliefs when making decisions and providing care. <p><u>Management:</u> <i>Outcome:</i> The Unit is managed in an efficient and effective way in which optimises outcomes for consumers, families and staff.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> 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 Registered Nurse and Enrolled Nurse responsibilities for delegation of care. Assume responsibility and accountability for any delegated activities to an Enrolled nurse when delegating and allocating nursing activities. Accept accountability for own actions and seek guidance if situation exceed the scope of practice of a registered nurse. <p><u>Education:</u> <i>Outcome:</i> The Ward provides a supportive environment conducive to teaching and learning.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> 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 and Enrolled Nurse 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. <p><u>Legal Responsibilities:</u></p> <ul style="list-style-type: none"> Functions in accordance with legislation and common law affecting nursing practice.
<p>Key Selection Criteria</p>	<ul style="list-style-type: none"> Successful completion of a Bachelor of Nursing Program. Registration as a Registered Nurse with the AHPRA upon commencement of the Graduate nurse Program. Demonstrated ability to practice collaboratively and work effective as part of a multidisciplinary health care team. Demonstrated provision of high quality patient care Part of the PMCV (Post Graduate Medical Council of Victoria) Computer Match Program. Well-developed assessment, clinical reasoning, problem solving organization and prioritization skills. High Motivation and willingness to learn Excellent communication and interpersonal skills

	<ul style="list-style-type: none"> • High level of reliability and professional conduct.
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2016-2020.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of consumers, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
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Privacy and Confidentiality:	<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>
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Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.

Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	Jan 2017, Jan 2019
Current:	Jan 2021
Managers Name:	Mrs. Chloe Pickering
Managers Signature:	
Employees Name:	
Employees Signature:	



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:

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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585