



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## Registered Nurse Aged Care Services Full Time Position.

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

### **About the role:**

You will be required to co-ordinate the provision of safe, effective, evidence based and person centred care in Jacaranda Lodge and Logan Lodge during rostered shifts. We are looking for Registered Nurses willing to work between both Aged Care and willing to work any shifts.

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 organization
- Practice excellent leadership, people and communication skills

### **Requirements:**

- Experience in Aged Care
- 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. Logan Lodge is situated in Swan Hill and has 45 beds. Jacaranda Lodge is situated in Nyah West and currently has 23 beds.

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 Bina Rai, Director of Nursing: Ageing and Care at Home, Ph: (03) 5033 9800 or E: [brai@shdh.org.au](mailto:brai@shdh.org.au)

*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 DESCRIPTION Clinical Services

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<b>Position:</b>	<b>Aged Care Registered Nurse</b>
<b>Classification:</b>	Grade RN/M2 YP3 – Grade RN/M8 YP9
<b>Department:</b>	Residential Aged Care Services
<b>Reports to:</b>	Nurse Unit Manager (Logan Lodge) Director of Nursing (Jacaranda Lodge)
<b>Position Summary:</b>	In the absence of the NUM and ANUM, the Registered Nurse is required to deputies in clinical and administrative areas to maintain the best outcomes for consumers, their family and friends, staff and the organization.
<b>Responsibilities:</b>	<p>Key Performance Indicators (KPI's) will be established between the Registered Nurse and the Nurse Unit Manager to support the following accountabilities and duties:</p> <p><b><u>Patient Care:</u></b>  <b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• <i>Resident care complies with standards legal requirements and best practice guidelines and is delivered in a safe and harmonious environment.</i></li> </ul> <p><b>Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>• Provides direct nursing care to allocated Residents.</li> <li>• Provides clinical information regarding Residents to members of the health care team.</li> <li>• Liaises with other nursing medical and allied health professional staff to achieve high quality nursing care.</li> <li>• Conforms to Swan Hill District Hospital and Clinical Services Division policies and procedures.</li> <li>• Participates in Resident handover.</li> <li>• Assists with assessment of Resident dependency.</li> <li>• Checks, records and administers medications according to regulations.</li> <li>• Reports incidents and accidents and completes documentation as required by Nurse Unit Manager/ Associate Charge Nurse.</li> <li>• Carries out other duties as delegated by the Nurse Unit Manager/Associate Charge Nurse.</li> <li>• Ensures the safety of Residents, visitors and staff and the security of hospital property and equipment.</li> <li>• Ensures all care given is documented in a way that meets organizational and professional requirements.</li> <li>• Performs technical nursing activities to level of education and experience to optimise outcomes.</li> <li>• Refrains from imposing personal values, attitudes or beliefs when making decisions and providing care.</li> <li>• The Care Plan and documentations are completed.</li> </ul> <p><b><u>Management:</u></b>  <b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• <i>The Unit is managed in an efficient and effective way in which optimises outcomes for residents, families and staff.</i></li> </ul> <p><b>Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>• Assumes charge of ward/unit when the Nurse Unit Manager or Associate Nurse Unit Manager is absent.</li> </ul>



	<ul style="list-style-type: none"> <li>• Attends and participates in the ward/unit meetings on a regular basis, and in resident/family care conferences as required.</li> <li>• Attends and participates in resident conferences, and in other care related meetings.</li> <li>• Participates in orientation of new staff.</li> <li>• Assists with collaborative rostering.</li> </ul>
<b>Key Selection Criteria:</b>	<p><b><u>Education:</u></b> <b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• SHDH Aged Care Services provides a supportive environment conducive to teaching and learning.</li> </ul> <p><b>Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>• Actively pursues professional development opportunities to maximize knowledge of contemporary nursing issues and current clinical practice.</li> <li>• Assists with health teaching for residents and their families as and when required.</li> <li>• Assists with support of undergraduate nursing students and by acting as appropriate role model and preceptor.</li> </ul> <p><b><u>Legal Responsibilities:</u></b> Functions in accordance with legislation and common law affecting nursing practice.</p> <ul style="list-style-type: none"> <li>• Bachelor of Nursing.</li> <li>• Experience working in Aged Care.</li> <li>• Current National Police Check.</li> <li>• Evidence of immunization 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> <li>• NDIS Check</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>

<p><b>Person Centered Care:</b></p>	<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>
<p><b>Child Safety:</b></p>	<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>
<p><b>Our Purpose:</b></p>	<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>
<p><b>Privacy and Confidentiality:</b></p>	<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>
<p><b>Mandatory Training:</b></p>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<p><b>Safety:</b></p>	<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>
<p><b>Asset Management:</b></p>	<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>	Revised March 2011, May 2014, September 2022, Aug 2024
<b>Managers Name:</b>	Sandra Savage (Jacaranda Lodge) Ryan Chrisp (Logan Lodge)
<b>Managers Signature:</b>	
<b>Employees Name:</b>	

**Employees Signature:**

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