



ASSOCIATE NURSE UNIT MANAGER – EMERGENCY DEPARTMENT **Maternity Leave Cover - 12 MONTHS**

The Emergency Department team are seeking applications from highly motivated Registered Nurses who would like to take an opportunity to grow their leadership skills in a team-centered and fast-paced environment.

Our Emergency Department: We take pride in the excellent care provision our regional Emergency Department provides – often performing well above our state counterparts with key performance indicators. SHDH has almost completed Stage 1 of the new Emergency Department redevelopment becoming operational late 2024 - with more than double the number of existing beds. This will include 16 fully-equipped treatment spaces, a 4 bed Short Stay Unit, new larger and welcoming waiting areas just to name a few. This new state-of-the-art Emergency Department will take the greater community of Swan Hill and region well into the future.

About the role: In our ED, our nurses have a strong clinical understanding and commitment to providing nursing care that is clear, kind, compassionate, inclusive and progressive. We are professional with both our consumers and our colleagues always fostering a collaborative team environment to ensure patients receive the highest quality of care possible. As an ANUM you will work closely with the Senior Medical Officer to ensure all patients are receiving the highest quality care in a timely manner and you will be responsible for ensuring staff are well supported on shift and that adverse events are clearly communicated and escalated.

Who we are looking for:

- Excellent interpersonal and communication skills
- Extensive experience as a Registered Nurse – ED experience highly regarded
- Leadership experience and a demonstration of being able to work well under pressure
- ALS and triage competency with a willingness to obtain NeoResus and APLS competency
- AHPRA registration (unrestricted)
- Current National Police and Working with Children Victoria Checks
- An understanding of evidence-based Emergency nursing theory & practice
- Knowledge & understanding of National Standards and Accreditation
- Team-orientated and consumer-focused
- Excellent computer literacy and documentation skills
- Willingness to undertake portfolio work in consultation with NUM
- Flexibility to work across a rotating 7-day roster
- Well established time management skills.

Enquiries about this role: can be directed to Kath Curran - ED Nurse Unit Manager on 03 5033 9367 or email kacurran@shdh.org.au

To apply for this position: email the completed Application for Employment form, Cover letter, CV and response to key selection criteria to employment@shdh.org.au. You will find the full position description containing the key selection criteria and application for employment form in the attached documents. Swan Hill District Health reserves the right to commence the interview process immediately upon receipt of application.

Position:	Associate Nurse Unit Manager – Emergency Department.
Classification:	Gr. 3B, YW11 – YW12.
Department:	Emergency Department
Reports to:	Nurse Unit Manager – Emergency Department.
Position Summary:	To provide direct nursing care to patients presenting to the Emergency Department including assuming responsibility for overall shift management. There is also the need to deputise for the Nurse Unit Manager as required and to be a mentor for lesser experienced Registered and Enrolled Nurses. ANUM positions are minimum 0.5EFT.
Responsibilities:	<p>Nursing Care:</p> <ul style="list-style-type: none"> • Provides direct nursing care to patients in accordance with nurse: patient ratios. • Provides clinical information regarding patients in accordance with the Health Information Act and privacy principles. Liaises with other nursing, medical and allied health professionals to deliver high quality nursing care. • Confirms to Swan Hill District Health and Clinical Services Division policies and procedures. • Facilitates Admission and Discharges in consultation with the Nurse Unit Manager and Nursing Co-ordinator. • Assesses clinical dependency to ensure effective and efficient use of nursing resources including appropriate and supportive allocation to triage and cubicles. • Checks, records and administers medications according to regulations. • Reports incidents and accidents in a timely manner and participates in incident review/analysis as required. • Reviews current work practices and is involved in implementing new practices and procedures to ensure best practice. • Refrains from imposing personal values, attitudes or beliefs when making decision and providing care. • Works with the senior doctors in ensuring an effective patient flow in ED to meet the organisational target and flow. • Helps in the maintenance of equipment to ensure that proper care is rendered and to avoid delays in the provision of care. • Takes a clinical portfolio • Provides an in-service education such as updates on latest evidence, equipment etc. to colleagues. • Communicates and collaborates with other members of the healthcare team. • Supports a culture of change in the department. • Acts as a role model in portraying desirable and professional interpersonal skills and communication. • Management of consumable stocks in ED and reports the stocks needing replacement to the ward clerk, supply, pharmacy or the person responsible for ordering supplies or equipment solely in ED.
Key Selection Criteria	<p>Essential:</p> <ul style="list-style-type: none"> • RN (Div1) with Nursing and Midwifery Board of Australia & unrestricted AHPRA registration. • Current National Police Record and Victorian Working With Children

	<p>Checks.</p> <ul style="list-style-type: none"> • Understanding of evidence-based Emergency nursing theory & practice. • Knowledge & understanding of National Standards and Accreditation. • Excellent interpersonal and communication skills. • Leadership experience and works well under pressure. • Extensive experience in emergency nursing with post graduate education exhibiting broad clinical knowledge and skills. • Team-orientated and consumer-focused. • Counsels' staff regarding their work related strengths and weaknesses and participates in performance appraisal. • Strong computer literacy skills. • Accepts responsibility for portfolio work in consultation with NUM. • Willingness to support and act as Nursing Unit Manager in absence of current Manager. • ALS / BLS / triage-accredited with a willingness to obtain Neonate Resuscitation and APLS competency. • 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 immunisation for all vaccine preventable illnesses. • Flexibility to work shift work. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience at middle management level in the delivery of health/nursing services. • Previous project management experience.
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2021-2024.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimisation 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. • Acts as a resource person to colleagues, junior nurses and students on the evidenced based practice to improve nursing 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 • We recognise 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.
Person Centered Care:	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.

	Recognise 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.
Child Safety:	<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>
Our Purpose:	<p>Connected Care / Best Experience 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 their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their 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.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	May 2005, October 2010, May 2018, May 2021.
Current:	July 2023
Managers Name:	Kath Curran
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	
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General Information

Name			
Address			
Contact	<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

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