



**Swan Hill**  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **2025 Emergency Nursing Postgraduate Student**

### **0.6 – 0.8 EFT Positions per participant**

The Emergency Department is seeking expressions of interest from enthusiastic and motivated Registered Nurses who are keen to further their education and career by undertaking Post-Graduate Certificate in Emergency/Critical Care Nursing.

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

Participants will have the opportunity to complete Graduate Certificate in Advance Clinical Nursing (Emergency Nursing), in affiliation with Monash University. Successful applicants will be a part of a structured program, which is supported by a team of Clinical Nurse Educators and Senior Nurses.

Additionally, offers of ongoing employment following the successful completion of the Graduate Certificate.

#### **Application Prerequisites:**

- Must have a current nursing Registration to Practice with AHPRA.
- Minimum 2 years recent post-registration acute general nursing experience (specialty experience desired but not essential)

#### **Selection Criteria:**

- Satisfactory interview
- Satisfactory clinical references
- Demonstrated interest in Emergency Nursing

#### **Applications:**

Post-Graduate Student applications will only be accepted if they include -

- Cover letter (including why candidate is interested in Emergency Nursing)
- Resume
- Three current professional references

#### **Want More Info?**

For enquiries please contact the Emergency Clinical Nurse Educator by phone: 5033 9991 or email Natalie Broussard ([nbroussard@shdh.org.au](mailto:nbroussard@shdh.org.au)).

Applications should be forwarded to: People and Culture via email: [Employment@shdh.org.au](mailto:Employment@shdh.org.au)

**Closing date: Sunday 6th October, 2024**

**This is an Equal Opportunity Position**



<b>Position:</b>	Postgraduate Certificate in Critical Care (Emergency) Registered Nurse
<b>Classification:</b>	Grade 2 (YP3 – YP9)
<b>Department:</b>	Emergency Department
<b>Reports to:</b>	Nurse Unit Manager
<b>Position Summary:</b>	Throughout the program the student is expected to deliver specialist nursing care at the level of developing learner commensurate with the level of knowledge acquired through practical experience and academic knowledge. The Postgraduate student is expected to work closely with the Clinical Nurse Educators of the unit to meet all requirements of the University program.
<b>Responsibilities:</b>	<p><b><u>Patient Care:</u></b>  <b><i>Outcome:</i></b>  Clinically appropriate care is delivered in a therapeutic environment by competent professionals who comply with all legal and organisational requirements.</p> <p><b><i>Performance Indicators:</i></b></p> <ul style="list-style-type: none"> <li>• Nursing assessment and documentation which is timely, complete and accurate.</li> <li>• Involvement of patients and their relatives/carers in planning care and formulating outcomes relating to the episode of care.</li> <li>• Provides direct care to patients according to triage classification.</li> <li>• Participates in a team based approach to patient care.</li> <li>• Demonstrates involvement in continuing clinical education for self.</li> <li>• Promotes evidence based clinical practice.</li> <li>• Interacts positively with patients/carers to enhance the therapeutic relationship.</li> <li>• Applies the principles of “No Lift” in the care and transfer of patients.</li> <li>• Liaises with ED Nurse in Charge to ensure appropriate and timely transfer of patient for ongoing care.</li> </ul> <p><b><u>Education:</u></b></p> <ul style="list-style-type: none"> <li>• Assists with supervision and education of nursing students on clinical placements.</li> <li>• Demonstrates commitment and actively participates in departmental and organisational education programs</li> </ul> <p><b><u>Management:</u></b>  <b><i>Outcome:</i></b>  The Unit is managed in an efficient and effective way in which optimises outcomes for residents, families and staff.</p> <p><b><i>Performance Indicators:</i></b></p> <ul style="list-style-type: none"> <li>• Participates in all relevant department meetings and represents unit/department as required/requested by the Nurse Unit Manager.</li> <li>• Participates in collaborative rostering, which is cognitive of organisational, industrial and individual staff requirements.</li> <li>• Liaises with other multidisciplinary organisations to enhance patient care.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Current Nursing Registration to practice with AHPRA</li> <li>• Minimum 2 year general acute care experience</li> </ul>

	<ul style="list-style-type: none"> <li>• Dedication to professional development</li> <li>• Demonstrated ability to work well under pressure</li> <li>• Effective organisational skills, with respect to time management and delegation</li> <li>• Well-developed written and verbal communication skills</li> <li>• Effective interpersonal skills</li> <li>• Demonstrated evidence of undertaking professional development activities to maintain and enhance nursing expertise.</li> <li>• Team player that will work cohesively to ensure best patient outcomes</li> <li>• Permanent Australian resident</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 immunisation for all vaccine preventable illnesses.</li> </ul>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2020-2024
<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 minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> <li>•</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>	<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>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<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 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>	June 2005, March 2011, May 2018
<b>Current:</b>	Revised August 2021, October 2022, November 2023
<b>Managers Name:</b>	Ms. K Curran
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



# POSTGRADUATE PROGRAM

## EMERGENCY NURSING

HELLO

It is the perfect time to come join the ED team at SHDH with the new ED build underway and due to be completed in December 2024.


Are you a Registered Nurse who is ready to take up Postgraduate studies in 2025 ?

Why not come to ED for 12 months in our supported program?

*This program is designed to extend your professional career by enhancing your skills and knowledge in Emergency Nursing by undertaking Graduate Certificate.*


## GET IN TOUCH WITH US

Natalie Broussard  
(Clinical Nurse Educator)

 (03) 50339 991

 [nbroussard@shdh.org.au](mailto:nbroussard@shdh.org.au)

Kelly Stanger  
(Clinical Nurse Educator)

 (03) 50339 991

 [kstanger@shdh.org.au](mailto:kstanger@shdh.org.au)

### PROGRAM DETAILS

Structure: 12 months 0.6 - 0.8 EFT

Date: commences February 2025

Course: Graduate Certificate in Advance Clinical Nursing (Emergency Nursing) through our university partner Monash.

Applicant requirements:

- Current Nursing Registration to Practice with AHPRA
- Minimum 2 years recent post-registration acute general nursing experience (specialty experience desired but not essential)

### STRUCTURE

- Comprehensive orientation to the ED environment.
- Clinical, professional and educational support from the ED Clinical Nurse Educator, CNS and ANUM groups.
- Hybrid learning module (self-directed, live classroom and simulation sessions, and on-the-floor teaching).
- Students will have the opportunity to participate in simulation days with other Postgrad student from Echuca and Bendigo.

### HOW TO APPLY

Email completed application for employment form, cover letter, response to the key selection criteria, CV to [employment@shdh.org.au](mailto:employment@shdh.org.au)

**Application close** Sunday 6th October, 2024.



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](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585