



**Swan Hill**  
District Health  
Connected Care. Best Experience.



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## COMMUNITY PALLIATIVE CARE NURSE

### Negotiable Part-time Position

Swan Hill District Health are seeking suitably qualified & experienced Registered Nurse to join our Community Based Palliative Care Team.

In this role you play a key part in providing clients the care that enables them to live their best lives at home. This includes tasks like managing care management plans, clinical assessments, liaising with GPs, specialists, allied health and social workers, respite care, pain management, pressure injury management. The RN works competently within their scope of practice to deliver safe, evidence based person centred care to achieve optimal health outcomes or a dignified end of life.

We are looking for applicants that have passion with purpose and are driven by excellence. Caring is a profession and a calling, and your work and support enriches everyone.

#### About You:

- 3+ years' experience in clinical nursing role
- Excellent communication skills & recent experience in palliative care
- Current, full Australian driver's license
- Ability to work autonomously and within a multi-disciplinary team
- Post Graduate Certificate in Palliative Care is highly desirable but not essential

#### Requirements:

- Current AHPRA registration
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & up to date 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

**Applications**, including Application for Employment form, Cover letter, CV and response to the key selection criteria can be emailed to [employment@shdh.org.au](mailto:employment@shdh.org.au).

Full position descriptions containing the key selection criteria & application for employment form can be found 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 Merridee Taverna, Palliative Care NUM, Ph: (03) 5033 9236 or E: [mtaverna@shdh.org.au](mailto:mtaverna@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.*

<b>Position:</b>	<b>Palliative Care – Registered Nurse</b>
<b>Classification:</b>	YU15
<b>Department:</b>	Community Palliative Care
<b>Reports to:</b>	Nurse Unit Manager
<b>Position Summary:</b>	The registered nurse is to promote and enable, through excellent nursing skills, good community based palliative care to patients and their families.
<b>Responsibilities:</b>	<p><b><u>Clinical Care:</u></b> <b><i>Outcome:</i></b> Optimal palliative care is provided to patients and their families/carers which comply with the current edition of the Standards for Providing Quality Palliative Care.</p> <ul style="list-style-type: none"> <li>• Assess, advice, support and educate the individual, their carers and family and professionals involved in care.</li> <li>• Provide direction and support for members of the health care team regarding treatment and care as well as arrange referral to other service providers as the need arises ensuring timely and appropriate support is available.</li> <li>• Promote access to and use of palliative care services.</li> <li>• Optimal palliative care is provided to bereaved clients, which comply with the current education of the Department of Health’s bereavement Support Standards for Specialist Palliative Care Services.</li> <li>• Provide bereavement support in line with the Bereavement Support Standards under the guidance of the Bereavement Co-ordinator.</li> </ul> <p><b><u>Management Responsibilities:</u></b> <b><i>Outcome:</i></b> Palliative Care Services are managed in a way that ensures effective and efficient use of resources.</p> <ul style="list-style-type: none"> <li>• Participate in team/departmental meetings and other organisational meetings as required.</li> <li>• Participate in staff development and training as required.</li> <li>• Assist in development and review policies and procedures relating to palliative care provision.</li> <li>• Participate in research and activities aimed towards developing and improving palliative care as required.</li> <li>• Maintain accurate records, statistics and reports as needed.</li> <li>• Participate in service development as required.</li> <li>• Undertake specific projects as directed by the Palliative Care Nurse Unit Manager.</li> <li>• Participate in Community Palliative Care Volunteer’s Group acting as a skilled resource as required.</li> <li>• Relief cover of Nurse Unit Manager as needed when CNS unavailable.</li> </ul> <p><b><u>Legal Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Maintains accurate records and statistics.</li> <li>• Maintains strict confidentiality of all personal information.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Registered Nurse, Div. 1. Post Graduate Certificate in Palliative Care is high desirable. Excellent communication skills and recent experience in palliative care essential. Minimum 3 years post completion of training.</li> <li>• Current Victorian drivers license.</li> </ul>

	<ul style="list-style-type: none"> <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.
<b>First Nations:</b>	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
<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 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>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	Aug 2013, Sept 2014, May 2018, May 2021, October 2021, Feb 2022
<b>Current:</b>	Feb 2024, Feb 2025
<b>Managers Name:</b>	M. Taverna
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



<b>Position Applying for:</b>	
<b>How did you hear about this vacancy?</b>	<input type="checkbox"/> Current Employee <input type="checkbox"/> Word of mouth <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Radio Ad <input type="checkbox"/> Seek <input type="checkbox"/> Search engine <input type="checkbox"/> Social Media <input type="checkbox"/> SHDH website <input type="checkbox"/> Other, please specify.....

<b>First name:</b>		<b>Last Name:</b>	
<b>Date of birth:</b>		<b>Country of birth:</b>	
<b>Postal Address:</b>			
<b>Contact</b>	<b>Phone</b>	<b>Email</b>	

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

**PLEASE ATTACH VISA DETAILS AND/OR STATUS INFORMATION WITH YOUR APPLICATION**

**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** –     Full Time     Part time     Casual     Fixed Term

Alternatively, please state availability:

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

## Police Check & Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment. It is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Do you have a current Police Check?

Yes (please provide)  No, but I am willing to get one if my application is successful.

### Do you have a current Employee Working with Children Check?

Yes (please provide)  No, but I am willing to get one if my application is successful.

## Pre-existing Health & 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:** ...../...../.....

**Enquiries can be directed to:** Recruitment Services P: 03 5033 9499, E: [employment@shdh.org.au](mailto:employment@shdh.org.au)

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
- Resume
- Qualification evidence or supporting documentation
- Visa Detail (if relevant)