



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Associate Maternity Unit Manager (AMUM) “Graduated retirement backfill” 0.8 FTE

Swan Hill District Health has an ongoing opportunity for a graduated retirement backfill Associate Maternity Unit Manager (AMUM) to join our proactive Maternity Department.

Our dedicated team of midwives strive to provide a best care, and supported experience for the women and families throughout prenatal, birthing and postnatal journey. Our maternity department has 2 birthing suites, 4 single bedrooms with ensuite facilities, provides pre and post-natal services and births approximately 200 babies per year.

The successful applicant will possess advanced problem solving and critical thinking attributes that will assist in the application and evaluation of contemporary midwifery practice and theory. The AMUM will be involved in the operational decision-making in collaboration with a multidisciplinary team and is responsible for enacting strategies that support a positive work-based culture.

About the role:

To be successful in this role you will:

- Either be currently in an AMUM role, or looking to step into an AMUM role
- Be a good communicator, flexible in your approach and have natural ability to show compassion and empathy to patients and their families
- Keen to progress your career, learn how to lead a unit and are open to mentoring
- Accessing internal leadership programs that support your journey
- Works in partnership with the Maternity Gynaecology Unit Manager (MGUM) and other senior staff, to ensure the efficient and effective provision of care based on best practice principles within a collaborative and multidisciplinary framework
- Assist the MGUM with the planning and management of staff and resources and provides operational leadership through the coordination of the day to day patient care activities, including patient flow

About You:

- Registered Nurse/Registered Midwife with Nursing and Midwifery Board of Australia
- Current National Police Check & Working with Children’s Check
- Complete COVID Vaccinations & 2023 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 can be completed online at <https://www.shdh.org.au/employment/vacancies/> or emailed to employment@shdh.org.au. Complete application will include:

- Complete Application for Employment form
- Cover letter & Resume CV and
- Response to the key selection criteria

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Kelly Mullan, Associate Maternity Unit Manager, Ph: (03) 5033 9269 or E: lqilbert@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:	Associate Maternity Unit Manager
Classification:	Grade 3A or 3B (Y11-YW12)
Department:	Maternity Unit
Reports to:	Maternity Gynaecology Unit Manager(MGUM)
Position Summary:	<ul style="list-style-type: none"> • To support the Maternity Gynaecology Unit Manger in leading and managing the unit in line with Swan Hill District Health’s (SHDH’s) policies and procedures, and the Strategic Plan. • As a senior member of the nursing and midwifery team, provide and promote safe and quality nursing care and as dictated by the Australian Nursing and Midwifery Council (ANMC) national competency standards, the Code of Ethics and the Code of Professional Conduct for midwives in Australia. Ensures that SHDH Maternity unit operates within its capability framework at all times. • To deputise for the MGUM of maternity in their absence. • To practice and promote continuous improvement and a culture of learning and evidence-based practice. • AMUM positions are minimum 0.6EFT.
Responsibilities:	<p><u>Patient Care:</u></p> <ul style="list-style-type: none"> • Demonstrate commitment to the provision of care, which focuses on the neonate and their family. • Respect the dignity, culture, values and beliefs of the family and their right to informed decision-making in the provision of care to the neonate. • Integrates the best external evidence with individual clinical expertise and encourages informed decision making. • Maintain a physical and psycho-social environment which promotes safety, security, confidentiality and optimal health care for patients and family. • Conduct comprehensive and systematic assessment of patients and their families to then plan, implement and evaluate care interventions with a family centred approach. • Respond to clinical changes in patient condition and initiate intervention and consultation with relevant members of the multidisciplinary team as required. • Identify actual and potential health problems through accurate interpretation of data. • Respond effectively to emergency situations. • Demonstrate competency in performance of technical skills relevant to level of expertise. • Provides domiciliary care to women/infants in the SHDH midwifery domiciliary care catchment area. • Encourages and supports breast feeding practices and prepares patients for ongoing infant nutrition following discharge. • Reports incidents and accidents and completes associated documentation in a timely manner. <p><u>Leadership/Management:</u></p> <ul style="list-style-type: none"> • Provide leadership, including leading by example, and be professionally accountable for the standard of nursing and midwifery care provided. • Demonstrate leadership and be a mentor and resource to the junior staff

	<p>including students and graduate midwives.</p> <ul style="list-style-type: none"> • Delegate aspects of care according to role, functions, capabilities and learning needs. • Ensure staff are aware of their professional responsibilities and medico-legal obligations. • Aware of the ability of other midwives and clerical staff and ensure that they work within their competencies and education. • Accept in charge responsibility in the absence of the Unit Manager and as required. • Attends and participates in Ward, Multi-disciplinary Meetings (AMBER) and Morbidity and Mortality meetings on a regular basis, and in-patient conferences and in other nursing related meetings. • Counsel staff regarding their work related strengths and weaknesses and participates in My Work Plan. • Participates in orientation of new staff/students. • Assists with staff rostering to ensure that vacancies on rosters are filled in advanced before the shift, including a formal on call to support night duty. • Assumes responsibility for designated portfolio. • Counsel staff as appropriate and as necessary and seek advice regarding ongoing problems. • Demonstrate high-level problem-solving techniques including problem identification, analysis and solution. • Ensure effective levels of communication, both with staff within the unit, community based professional colleagues and with other internal departments. • Participate in multidisciplinary team meetings locally at SHDH, and regionally through the Loddon Mallee Perinatal and Neonatal Morbidity Meeting, attends and presents case reviews, reviews of standards and specific unit practices. • Undertake annual performance enhancement and identify learning needs. • Demonstrates an informed and sensitive approach to industrial issues.
Key Selection Criteria:	<p>Mandatory</p> <ul style="list-style-type: none"> • Registered Midwife/Registered Nurse with current AHPRA (Australian Health Practitioner Regulation Agency) registrations. • Advanced level of clinical midwifery skill and experience. • Level 3 FSEP • Commitment to work toward full scope of practice • Excellent communication and interpersonal skills. • Good assessment, problem solving and organisational skills. • Ability to provide effective family centered care. • A demonstrated high level of motivation. • Ability to work collaboratively within a team environment. • Flexibility and adaptability, ability to manage change. • Ability to take a leadership role both in daily practice issues as well as Emergency situations. • Experience working as an AMUM in maternity or relieving in this role.
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement.
First Nations:	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.
Continuous Quality	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best

Improvement:	<p>practice.</p> <ul style="list-style-type: none"> • 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 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.</p>
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</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 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>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
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.
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 2024
Current:	Mar 2025
Managers Name:	Leonie Gilbert Kelly Mullan (AMUM)
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	<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