



**Swan Hill  
District Health**

Connected Care. Best Experience.



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **Perioperative Associate Nurse Unit Manager - Permanent Full-time (9.5hr shifts)**

As a leader of the nursing profession, the ANUM works closely with the NUM to set expectations, develops, plans and manages processes to assess, improve and maintain the departments management, clinical, educational and support activities. The ANUM Perioperative Services is responsible for the clinical management and leadership of our two Operating Theatres, Post Anaesthetic Care Unit, Day Procedure Unit, Pre-Admission Clinic, Theatre Bookings and the CSSD departments.

### **As the Perioperative Associate Nurse Unit Manager (ANUM) you will be responsible for:**

- Deputise for the NUM in their absence and work up into that role if so delegated.
- The day-to-day management of the department, including coordinating emergency surgery.
- Weekly collaborative team theatre booking meeting to forward plan elective theatre lists.
- Attend Theatre Management Committee Meeting and other departmental meetings as required.
- Support the NUM to complete 'My Work Plans'.
- Manage and direct the team to complete policies and procedures, quality and safety audits as required.
- Understanding quality improvement and implementing effective initiatives
- Provides peri-operative assessment and care within the Operating Room including pre and post anaesthetic.
- Supervises and assists in the provision of sterile stock and equipment for the Operating Suite and other wards or departments.
- Performs duties as requested by the Nurse Unit Manager.
- Provides clinical information regarding patients.
- Liaises with other nursing, medical and allied health professionals to achieve high quality nursing care.
- Conforms to Swan Hill District Hospital and Clinical Services Division policies and procedures.
- Organizes staff, and allocation of resources according to patient acuity and staff experience level.
- Reports, manages and replies to incidents and accidents in a timely manner and participates in incident review/analysis as required.
- Management of daily roster shortfalls ensuring replacement of sick leave and manage staff allocations
- Helps ensure the safety of patients, visitors and staff and security of hospital property and equipment.
- Participates in improving current work practices and implementing new procedures.
- To assist in driving towards the development of a high-performance culture through strong leadership and assist to create innovative work practices to assist with the change process.
- Participates in the on-call roster to ensure a safe service is available outside of usual operating hours

### **About You:**

- Current AHPRA registration (Division 1) must have clinical experience > 5 years working as either Scrub/Scout or Anaesthetic/Recovery.
- Post graduate qualification in Perioperative Nursing (Mandatory)
- Flexible rostering with the ability to work all shifts times and clinical areas.
- Demonstrated knowledge of contemporary nursing and midwifery theory and practice.
- Current Pre, Peri and Post-Operative Experience
- Demonstrated knowledge and understanding of ACHS accreditation.
- Demonstrated ability to manage staff and provide information and education to patients and carers about planned procedures including expected length of stay and post discharge support.
- Demonstrated well developed interpersonal and communication skills.
- Computer literacy.
- Understanding of and competence in basic and advanced life support techniques, including airway management, ventilation support and circulatory support.
- Experience in the leadership and management of a multidisciplinary team at the middle management level
- National Police Check & Working with Children's Check required
- Evidence of three COVID Vaccinations & Evidence of 2024 Flu Vaccination
- Serology evidence of immunization status with a requirement to meet organizational policy

**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
- Discounted Corporate gym memberships
- Free onsite car parking
- Professional Development opportunities
- Salary Sacrifice/Packaging
- 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 Kate Anderson, Director of Clinical Services, Access & Flow,

Ph: (03) 5033 9988 or E: [kanderson@shdh.org.au](mailto:kanderson@shdh.org.au) or Dianne Craig, NUM Theatre, Ph: (03) 5033 9267 or E: [dcraig@shdh.org.au](mailto:dcraig@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>Associate Nurse Unit Manager Operating Suite and Central Sterile Supply Department.</b>
<b>Classification:</b>	YW11 – YW12.
<b>Department:</b>	Peri-operative Services.
<b>Reports to:</b>	Nurse Unit Manager – Peri-operative Services.
<b>Position Summary:</b>	To provide direct nursing care to pre/peri and post-operative patients within the Operating Suite 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 nurses. ANUM positions are minimum 0.6 EFT.
<b>Responsibilities:</b>	<p><b>Nursing Care:</b></p> <ul style="list-style-type: none"> <li>• Deputise for the NUM in their absence and work up into that role if so delegated.</li> <li>• Provides peri-operative assessment and care within the Operating Room including pre and post anaesthetic.</li> <li>• Supervises and assists in the provision of sterile stock and equipment for the Operating Suite and other wards or departments.</li> <li>• Performs duties as requested by the Nurse Unit Manager.</li> <li>• Provides clinical information regarding patients.</li> <li>• Liaises with other nursing, medical and allied health professionals to achieve high quality nursing care.</li> <li>• Conforms to Swan Hill District Hospital and Clinical Services Division policies and procedures.</li> <li>• Organizes staff, and allocation of resources according to patient acuity and staff experience level.</li> <li>• Reports, manages and replies to incidents and accidents in a timely manner and participates in incident review/analysis as required.</li> <li>• Helps ensure the safety of patients, visitors and staff and security of hospital property and equipment.</li> <li>• Participates in improving current work practices and implementing new procedures.</li> <li>• To assist in driving towards the development of a high performance culture through strong leadership and assist to create innovative work practices to assist with the change process.</li> <li>• Participates in the oncall roster to ensure a safe service is available outside of usual operating hours.</li> </ul>
<b>Key Selection Criteria</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• AHPRA Registered Nurse (division 1).</li> <li>• Relevant post graduate experience.</li> <li>• Flexible rostering with the ability to work all shifts and clinical area</li> <li>• Demonstrated knowledge of contemporary nursing and midwifery theory and practice.</li> <li>• Current Pre, Peri and Post-Operative Experience</li> <li>• Demonstrated knowledge and understanding of ACHS accreditation.</li> <li>• Demonstrated ability to manage staff and provide information and education to patients and carers about planned procedures including</li> </ul>

	<p>expected length of stay and post discharge support.</p> <ul style="list-style-type: none"> <li>• Demonstrated well developed interpersonal and communication skills.</li> <li>• Computer literacy.</li> <li>• Understanding of and competence in basic and advanced life support techniques, including airway management, ventilation support and circulatory support.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Current experience in anaesthesia nursing</li> <li>• Experience at middle management level in the delivery of health/nursing services.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Computer Literacy</li> <li>• Attends and participates in nursing related meetings.</li> <li>• Counsel's staff regarding their work related strengths and weaknesses and participates in performance appraisal.</li> <li>• Participates in orientation of staff.</li> <li>• Assists with staff rostering, recruitment, policies and procedure development and review, quality and audits, supply ordering, equipment purchasing and maintenance.</li> <li>• Assumes responsibility for designated portfolios to support overall smooth running of Operating Rooms.</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>	<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.
<b>Privacy and Confidentiality:</b>	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.  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.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <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>	September, 2007, 2018, July 2021
<b>Current:</b>	March 25
<b>Managers Name:</b>	Dianne Craig
<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)