



**Swan Hill**  
District Health



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **Registered Nurse- DISS PROGRAM**

### **Primary Health Medical Centre**

Wednesday, Victorian school terms

An exciting opportunity has become available for a suitably qualified Registered Nurse with an AHPRA registration and no restrictions on the scope of practice in Australia to join our dynamic and progressive Primary Health Medical Centre outreach Team. This initiative funds practitioners (to attend up to 100 Victorian government secondary schools up to one day a week. They provide medical advice and health care to those students most in need.

The objectives of the program are to:

- make primary health care more accessible to students
- assist young people to identify and address any health problems early
- Reduce the pressure on working parents.

All secondary school students enrolled in a participating school will be able to access an adolescent-health trained Practitioner, subject to providing the required consent for the services. Participating schools, students and their parents/carers will not incur any out-of-pocket expenses for student consultations with the Practitioner.

Participating schools will receive funding to enable their staff to support program coordination and training.

#### **Nurse position will be:**

- Assisting NP
- Liaising and organising appointments
- Triage
- Liaise with wellbeing staff at Swan Hill College
- Wound care/pathology
- Documentation and referral pathways
- Education and health promotion
- Case coordination
- Ensuring and supporting appropriate bookings
- Escorting students where appropriate to appointments
- Ability to work autonomously with the support of NP, ability to use best practice software and also the ability to liaise with staff and an understanding of the Victorian education department policies and procedures.
- understanding of mandatory reporting protocols

The registered nurse position within the Swan Hill Primary Health Medical Centre (PHMC) supports the provision of quality nursing care through efficient, effective and safe coordination and implementation of services and evaluation of outcomes.

#### **Selection Criteria:**

- Understanding of MBS nursing terminology
- Understanding of RACGP Standards for general practice
- Highly developed organisational and advanced customer service skills
- Evidence of Commitment to professional Development and education.
- An interest or who have competency and experience in adolescent health and development, primary health care, community health, mental health, public health and/or health promotion.

.Enquiries about this role can be directed to Samantha Hellsten, Practice Manager at Primary Health Medical Centre, Ph: (03) 5033 9911 or E:

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

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.

Closing Date 5<sup>th</sup> April 2025



*Inclusive – Compassionate – Progressive - Accountable*

<b>Position:</b>	Registered Nurse – Primary Health Medical Centre
<b>Classification:</b>	RN Grade dependent on qualifications
<b>Department:</b>	Primary Health Medical Centre
<b>Reports to:</b>	Primary Health Medical Centre Practice Manager
<b>Position Summary:</b>	The Registered Nurse position within the Swan Hill Primary Health Medical Centre (PHMC) supports the provision of quality nursing care through efficient, effective and safe coordination and implementation of services and evaluation of outcomes.
<b>Responsibilities:</b>	<p><b>Care:</b></p> <p><i>Clinical:</i></p> <ul style="list-style-type: none"> <li>• Health screening and assessment</li> <li>• Health promotion and chronic disease management</li> <li>• Immunization and other medication administration</li> <li>• Wound management and assistance with minor surgical procedures</li> <li>• ECG, Spirometry, PAP smears and other relevant investigation</li> </ul> <p><i>Outcome:</i></p> <ul style="list-style-type: none"> <li>• Ensure clinically appropriate care is delivered in a therapeutic safe manner</li> <li>• Support efficient management of recalls and follow up test results</li> <li>• Liaise with other nursing, medical and allied health professionals to achieve quality, patient centered care outcomes</li> <li>• Promotes safety of patients and provide necessary advice, education and referrals.</li> </ul> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Ensure effective and efficient management of own time and allocated resources</li> <li>• Ensure consumables, equipment and medications are kept stocked and maintained to appropriate standards and conditions including register of stock</li> <li>• Ensure appropriate levels of cleanliness of clinical rooms and equipment</li> <li>• Work with the practice manager and others to maintain up to date policies and procedures</li> <li>• Attends and participates in PHMC's meetings and other SHDH related meetings.</li> <li>• Participates in orientation of new staff.</li> <li>• Reports incidents and accidents as per SHDH Policy &amp; Procedure Manual.</li> <li>• Supports growth and expansion of the PHMC by maximizing revenue opportunities and meeting all reporting requirements.</li> </ul> <p><b>Legal Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Functions in accordance with legislation and standards affecting nursing practice.</li> <li>• Maintains accurate records and statistics.</li> <li>• Maintains strict confidentiality.</li> <li>• Maintains AHRPA registration.</li> </ul> <p><b>In-service Education:</b></p> <p>It is the responsibility of each Clinical Services Division staff member to:</p> <ul style="list-style-type: none"> <li>• Satisfactorily complete an annual CPR program</li> <li>• Demonstrates a sound knowledge of the "No Lift" program;</li> <li>• Maintains current knowledge of infection control guidelines;</li> </ul> <p>Attend an annual fire extinguisher demonstration.</p>
<b>Key Selection Criteria:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Nurse Board of Victoria current registration as Division 1 Registered Nurse.</li> <li>• Minimum 2 years nursing experience in a GP practice or primary care setting</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of MBS nursing items</li> <li>• Understanding of RACGP standards for general practice</li> <li>• Highly developed organizational skills</li> <li>• Advanced Customer Service skills</li> <li>• Well-developed written and verbal communication skills.</li> <li>• Competence in relevant computer software packages.</li> <li>• Evidence of a commitment to professional development and teaching</li> <li>• Holds a current driver's license</li> <li>• Current police clearance and working with children, or be willing to obtain one</li> </ul> <p><b>Highly Desirable</b></p> <ul style="list-style-type: none"> <li>• Immunization certificate</li> <li>• Knowledge of Best Practice software</li> </ul> <p>Knowledge of delivering services to people of diverse backgrounds including culturally and linguistically diverse and Aboriginal and Torres Strait Islander communities.</p>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2016-2020.
<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 minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</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> <li>•</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 recognize 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>Just Culture:</b>	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
<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> </ul>

	<ul style="list-style-type: none"> <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>	
<b>Current:</b>	May 2016
<b>Managers Name:</b>	Samantha Hellsten – Practice Manager
<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)