

Information Package:
Position: Associate Nurse Unit Manager





Position: ANUM Permanent Full Time, Part-time and Casual hours available

We have an exciting opportunity for an Associate Nurse Unit Manager. The successful candidate will need demonstrate that they can work in partnership with the Nurse Unit Manager (NUM) to provide clinical leadership to all staff to ensure that person-centered care is planned, implemented, evaluated and maintained at a high standard.

Key Selection Criteria:

- Registered with AHPRA as a Registered Nurse (Div 1)
- Holds current Advanced Life Support certification
- Demonstrated evidence to ongoing personal and professional development
- Ability to meet key accountabilities
- Commitment to leading safe, quality care for Every patient, Every time.
- Demonstrated leadership skills.
- Demonstrated oral and written interpersonal, communication skills including conflict resolution skills.
- Demonstrated evidence of computer and digital competence
- Demonstrated ability to work within a multidisciplinary team and autonomously
- Ability to work well under pressure and flexibility to adapt to changing priorities
- Demonstrated excellent time management, decision making and organisational skills

Employee Benefits

- Accommodation assistance *
 - Relocation support *
 - Scholarship program *
 - Salary packaging
 - EAP program
 - Flexible Rostering where possible
 - Visa/Sponsorship*
- (*Conditions Apply)

Applications close: Upon successful candidates being appointed.

Enquiries are welcomed by contacting Taneha Benson, Director of Clinical Services,
☎ 55270509 ✉ taneha.benson@heywoodruralhealth.vic.gov.au

Send your application letter addressing the key selection criteria, your resume, along with two current referees to:

People and Culture Department
Heywood Rural Health
hr@heywoodruralhealth.vic.gov.au
PO BOX 159, Heywood, VIC 3304
www.heywoodruralhealth.vic.gov.au

“Committed to the health and wellbeing of our community.”

Heywood Rural Health welcomes all suitably qualified people from diverse backgrounds inclusive of Culture, Race, Genders, Sexuality, LGBTIQ+ and abilities

Thank you for your interest in applying for the Associate Nurse Unit Manager position at Heywood Rural Health

This information pack has been provided to give you the information you need about the position and the application process.

This package includes information about:

- [Heywood Rural Health](#)
- [The application process](#).
- [The selection process](#)
- [Offer of Employment](#)
- [Employee Benefits](#)
- [Heywood](#)
- [Position Description](#)

For more information about Heywood Rural Health please go to our website:

www.heywoodruralhealth.vic.gov.au

Please be advised the preferred applicant for this will be required to undergo/provide a current police check prior to any offers of employment being made. Successful Applicants will be required to provide evidence of mandatory vaccinations (Influenza and all three Covid-19) prior to offers of employment being made.

For further information about the position or duties involved, please contact Taneha Benson, Director of Clinical Services, ☎55270509, ✉ taneha.benson@heywoodruralhealth.vic.gov.au

We look forward to receiving your application.

Regards

People and Culture Department

Heywood Rural Health strives to provide care and services to the community that are personal, safe, effective, and connected. In doing this, we hope the consumer experience is a positive one and that the community continues to have confidence in Heywood Rural Health as a provider of quality and safe healthcare services. We provide a wide range of care and services under the following programs:

- Primary/Community Health, including a Medical Clinic.
- Acute/Urgent Care, and
- Residential Aged Care.

We are person-centred in our approach and offer a holistic, individual service which is caring, inclusive and supportive to all.

Our Vision

Heywood Rural Health is committed to the health and wellbeing of our community.

Our Values

Respect

- We make mutual respect the basis of all interactions.
- We respect diversity and respect the dignity of each person.
- We embrace the differences in people and perceptions.

Responsiveness

- We take actions and opportunities to create results.
- We provide services that are person-centred and focused on outcomes.
- We keep our commitments and promises.

Care

- We care about the people and the community within which we work and live.
- We care about our colleagues and ourselves.
- We support people to develop and build on their strengths.

Integrity

- We uphold our professional ethic at all times.
- We are honest and fulfil our commitments.
- We are accountable for our actions.

Heywood Rural Health is proud to be an Equal Opportunity Employer. Our recruitment processes are conducted in a fair and equitable manner to ensure that all decisions are merit-based and comply with equal opportunity and workplace-related legislation.

We aim to ensure all recruitment processes result in the best people joining the Heywood Rural Health team, so that we continue to deliver high quality services to our communities.

Preparing your application

Your application is your introduction to those who will form the selection panel, and the information you provide will be the basis on which the panel will assess your suitability for the position.

To ensure the panel can accurately assess your suitability when shortlisting applicants, it is important to include the following:

Cover Letter

Cover letters are a great way to introduce yourself and show how you will be a good fit for both the advertised position and for Heywood Rural Health. You can do this by keeping your letter relevant to the position and focus on the requirements for the role.

Statement Addressing the Key Selection Criteria

The Key Selection Criteria for each position details the knowledge, skills, experience, and qualities that have been deemed essential for applicants to possess to be successful in the position. All applications received are assessed against the Key Selection Criteria when shortlisting is conducted, so it is essential you address the criteria in your application. This can also be addressed in your cover letter.

Current Resume

A current resume detailing your employment history, educational history and qualifications, skills and experience must be provided. Please ensure your resume includes your up-to-date contact details, including a telephone number, so you may be contacted if required.

Current Referees

The names, position titles and contact telephone numbers of at least three professional (work-related) referees must be provided. These should include a direct supervisor and/or a current employer.

Heywood Rural Health is pleased to accept all applications for positions and does not favour handwritten applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading. *Please staple together all information; do not enclose your application in a folder.*

Submitting your application

All applications are treated with the strictest confidentiality and are to be addressed as follows:

Confidential

**Erin Wilson
People & Culture Facilitator
Heywood Rural Health
PO Box 159
Heywood Vic 3304**

Alternatively, applications may be submitted via email to the people and culture department:

hr@heywoodruralhealth.vic.gov.au

Applications for positions must be received by the nominated closing date and time. Applications received after this time will not be considered.

All applicants will be contacted by the People & Culture department to confirm receipt of their application.

This notification will be via email, or via post or phone when no email address is received for the applicant. If you do not receive confirmation that your application has been received, please check your “Junk” email folder prior to contacting Heywood rural health.

THE SELECTION PROCESS

Heywood Rural Health has a robust selection process to ensure all decision are based on merit and are not influenced by personal bias or conflicts of interest.

Shortlisting and Notifications

Candidates are assessed against the Key Selection Criteria for the position and against the other applications received. Considerations include the applicant’s fit with our culture, the team, and the duties to be performed.

Although time frames may vary, shortlisting is usually completed within two-weeks of the closing date. You will either receive a phone call inviting you to an interview for the position, or written notification that you have been unsuccessful within four-weeks of the closing date.

Interviews

All shortlisted applicants will receive a phone call to be offered an interview and will receive written confirmation of the interview time, date and location once agreed.

Where practical, all interviews will be conducted face-to-face with a selection panel of two or three individuals. Candidates will be asked a selection of pre-determined interview questions and may also be required to complete a practical test, element or presentation relating to the position or the Key Selection Criteria for the role.

Applicants selected for interview who have any special requirements or require assistance for the interview process are asked to inform the People & Culture department to ensure necessary arrangements are in place.

Pre-Employment Checks

Following interviews being conducted, the panel will decide upon a recommended applicant who will be invited to undertake all relevant pre-employment checks for this position.

The checks required will vary dependent on the role to be offered, but may include:

- At least two referee checks, one of which must be from your line Manager.
- A Police check;
- Vaccination Evidence:
 - Current year Influenza Vaccination
 - All three Mandatory Covid Vaccinations

Confirmation the employee holds all relevant qualifications and licences where required for the position including:

- Driver's Licence
- Formal qualification/s

Once a person has been determined to be the preferred applicant, all documentation needed to complete the required checks will be forwarded to the successful candidate for completion; the documentation is to be returned to hr@heywoodruralhealth.vic.gov.au

OFFER OF EMPLOYMENT/UNSUCCESSFUL CANDIDATES

An offer of employment will be formally made once a preferred applicant has returned and satisfactorily passed all required pre-employment checks.

Once verbally accepted, a formal letter of offer pack comprising the letter of offer, position description and relevant HR forms (contact details, tax file number, etc.) will be forwarded to the applicant via email. All interviewed applicants unsuccessful in obtaining the position will be notified of the outcome of the position via phone call or written notification.

EMPLOYEE BENEFITS

Salary Packaging

Salary packaging is an Australian Tax Office approved way of using concessions available to your employer to reduce the amount of tax you pay.

As an employee of a public hospital or ambulance service, you are entitled to a fringe benefits tax (FBT) exemption which allows you to salary package up to a capped limit of \$9,009 on everyday living expenses (such as mortgage, rent, credit card repayments) and an additional \$2,650 towards meal entertainment each year.

There are other items you may be eligible to salary package over and above your capped limits such as novated leasing, remote area housing and relocation expenses.

Employee Assistance Program - EAP

Heywood Rural Health provides an employee assistance program to its employees. An employee assistance program is a voluntary and confidential counselling service provided for employees. Staff counselling is available for both work related and personal issues.

Workplace Coach

Workplace Coach Role at Heywood Rural Health

We have a workplace coach available to work alongside staff, as well as to chat 1:1 with staff. The key focus is the annual People Matters Survey- and developing work plans related to staff feedback.

The workplace coach is a trained general and family violence 'Contact Officer' A contact officer provides support and resources to all of workforce in areas related to Bullying Harassment and Discrimination and Family Violence ... Confidentiality and Privacy assured.

The workplace coach also:

- Works with staff to help achieve career goals, be that education and training goals or personal wellness at work goals.

- Can provide resources to assist you to be well and happy at work! Our monthly wellness theme incorporates # Valued Staff activities and workplace wellness.
- Provides 'workplace culture' education sessions, which include a focus on Occupational Violence and aggression and values led culture topics.
- Can help assist staff who are returning to work following a period of time, with return-to-work wellness planning.

Accommodation and Relocation Support

Heywood Rural Health has options which support relocation.

We have a furnished, shared house onsite that may be available and can accommodate up to three (3) employees on a short-term basis. This shared accommodation is subject to availability. Terms and Conditions apply. Rural Relocation assistance is offered to eligible professionals through government incentives. Conditions also apply.

Visa and Sponsorship

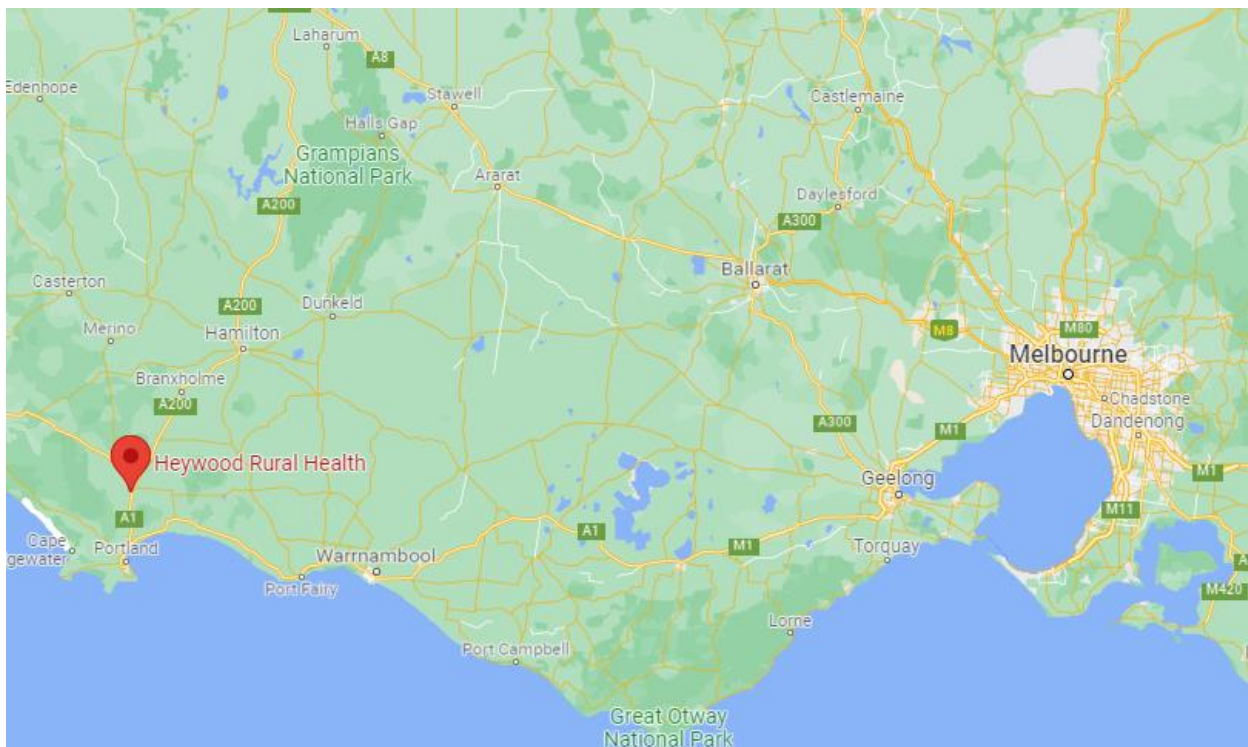
Consideration is given to international and non-resident applicants.

We may be able to offer sponsorship of the relevant visa and potentially support you on the pathway to permanent residency, whilst building your career with a rural health service.

HEYWOOD

About Heywood.

Heywood is a town on the Fitzroy River in the Australian state of Victoria. It is situated at an elevation of 27 metres amidst rolling green hills in an agricultural, pastoral, and timber cutting district. Heywood is 357 kilometres (222 mi) west of Melbourne at the intersection of the Princes and Henty Highways and 27 kilometres (17 mi) north of Portland. It is on the railway line to Portland, at the junction of the presently-unused branch to Mount Gambier, South Australia. The winner of several past "Tidy Town" awards, it is often referred to as the "Jewel of the Southwest."



POSITION DESCRIPTION

Position:	Associate Nurse Unit Manager
Reports To:	Nurse Unit Manager
Hours of Duty:	As Rostered
Tenure:	Part-Time
Award:	NURSES AND MIDWIVES (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2020-2024 (or its successor agreement)
Classification	NM1.1-NM1.2 (YW11-YW12)
Key Selection Criteria:	Minimum Qualifications
Essential:	<ul style="list-style-type: none"> • Bachelor of Nursing • Current NMBA registration • Current Advanced Life Support • Minimum three years experience • Current, Unconditional NMBA registration as a Registered Nurse • Holds current Advanced Life Support certification • Demonstrated evidence to ongoing personal and professional development • Ability to meet key accountabilities • Commitment to leading safe, quality care for Every patient, Every time. • Demonstrated leadership skills. • Demonstrated oral and written interpersonal, communication skills including conflict resolution skills. • Demonstrated evidence of computer and digital competence • Demonstrated ability to work within a multidisciplinary team and autonomously • Ability to work well under pressure and flexibility to adapt to changing priorities • Demonstrated excellent time management, decision making and organisational skills
Desirable:	<ul style="list-style-type: none"> • Demonstrated recent experience in clinical area • Demonstrated previous experience in clinical leadership • Demonstrated evidence of postgraduate qualification or evidence of working towards • Understanding of the AN-ACC process
Key Performance Indicators	N/A.

Our Vision

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Integrity

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PRIMARY OBJECTIVES/KEY PURPOSE OF THE ROLE:

The Associate Nurse Unit Manager (ANUM) works in partnership with the Nurse Unit Manager (NUM) to provide clinical leadership to all staff to ensure that person-centred care is planned, implemented, evaluated and maintained at a high standard.

The ANUM ensures that the well-being of the patient / resident and family is the primary focus of care within the facility. The ANUM acts as a professional and clinical role model for all staff in setting clinical standards and achieving high quality evidence based nursing care.

The ANUM demonstrates advanced clinical knowledge and skills while assuming a management focus in the ward/unit. The ANUM is an integral member of the unit's management and leadership team. The ANUM manages and provides direction for the unit staff.

The ANUM assumes the responsibilities and authority of the NUM in their absence and as such is able to assume the administrative operation of the unit.

They accept responsibility and are accountable for designated management portfolios and projects.

In the after-hours periods the ANUM may need to take on the responsibility of an After-Hours Coordinator NM5 and as such acts as an organisational resource in the management of critical incidents and emergency management and ensures communication with members of the HRH leadership team in the case of serious incidents.

DUTIES AND RESPONSIBILITIES:

- Liaise with all staff acting as resource for staff, facilitating and promoting quality patient care.
- Co-ordinate and maintains appropriate staffing levels in the after-hours periods
- Facilitate urgent consumer admissions by coordinating bed availability in accordance with hospital policy in the after-hours periods

- In consultation with authorities (Medical Staff) ensure the smooth release of deceased consumers after hours when necessary for coronial or religious reasons.
- Be an active or advisory member on the Quality Improvement Committee and relevant Quality committees, ensuring nursing input and profile is maintained.
- Responsible for maintaining own education relating to emergency and disaster procedures. This includes annual competency in Advanced Life Support.
- Maintain an awareness of consumer / nurse dependency throughout the shift as this will assist the safe co-ordination of staff and patients in an emergency.
- Assist with the monitoring of risks to consumers, reports risk and documents clinical and non-clinical incidents on RiskMan.
- High level incidents are reported to the Executive on call when practicable
- Ensure the necessary Clinical Documentation and reports are completed and communicated.
- Monitors consumer concerns, assists with the resolution and refers the matters to the most appropriate executive or manager i.e. CEO, Director of Clinical Services, Quality Manager, or Nurse Unit Manager
- Assists in maintaining supportive relationships between staff, consumers and is available for consultation and advice. Escalates on going conflict to appropriate Executive or Manager
- Support and undertakes portfolio's / projects as directed by NUM or DCS, including reports or audits that may be necessary.
- If nominated / required to attend meetings during off duty periods will be paid in accordance with this Agreement. Virtual attendance is acceptable.
- Will be required to work across different wards within the organisation with the scope of practice.

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. Duties and responsibilities may be reviewed according to service requirements

Direct Comprehensive Care

- Fulfil duty of care, understanding and practicing within own scope of practice in accordance with Nursing and Midwifery Board of Australia guidelines
- Provides and ensures safe, competent and effective care, integrating nursing and healthcare knowledge and strives for excellence
- Ensures a safe and secure physical and psychosocial environment that is responsive to the needs of individuals/groups regardless of race, cultural, religion, age, gender and sexual orientation.
- Demonstrates and leads sound decision making processes for the patient/resident care within the organisation and ability to modify in atypical clinical situations
- Leads the process of ethical decision making in patient care
- Demonstrates ability to coordinate interdisciplinary care planning to optimise healthcare status of patients

Support of Systems

- Takes a lead role in ensuring efficient patient flow in line with the organisational mission and values.
- Contributes to sustainable healthcare practices within the unit through efficient use of human and material resources.
- Utilises HRH systems to document and record activity and appropriately escalate concerns.
- Supports NUM to develop operational and strategic plans
- In association with the NUM leads and promotes Quality Improvement activities

- Acts as a leader within the unit, nursing and the organisation in all interactions with patients/residents, families, other professionals and the public.
- In association with the NUM, promotes a professional safe and support team culture
- Ensures practice is informed by legislation affecting nursing practice
- As an After-Hours Coordinator the ANUM will assess staffing requirements, ensuring compliance with relevant award conditions and staffing guidelines to ensure a safe working environment
- Assist in the recruitment and selection of unit / department staff as required

Education

- Promotes, supports and enables continuing professional development for team.
- Supports staff attendance at snap chats and other educational opportunities on a shift by shift basis
- Demonstrates commitment to continuing professional development of self
- Mentor and educate others by providing opportunities for staff to develop professionally and personally
- Participate in orientation of new staff to the facility

Research/Quality

- Ensures nursing/care practice is informed by evidence, standards and clinical guidelines
- Demonstrates a good understanding of the National Safety and Quality in Health Service (NSQHS) Standards and the Aged Care Quality Standards (ACQS)
- Leads and supports critical thinking and the delivery of evidence based practice to Every patient, Every time.
- Actively promotes quality improvement initiatives including audits and research projects
- Maintains an agreed portfolio

Professional Leadership

- Is clearly identifiable as the leader of the shift
- Ensures a visible and accessible presence for patients/residents, families and team members throughout the shift
- Communicates professionally and efficiently with all team members, role modelling HRH values and behaviours.
- As a member of the leadership team in the unit, promotes individual accountability and professional team behaviours

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The ANUM is directly responsible to the NUM.

When operating in a Grade 5 After-Hours Coordinator role the ANUM is to directly report to the DCS in the event of a critical incident (e.g. SIRS Priority 1, Sentinel Events, Fire and Evacuation).

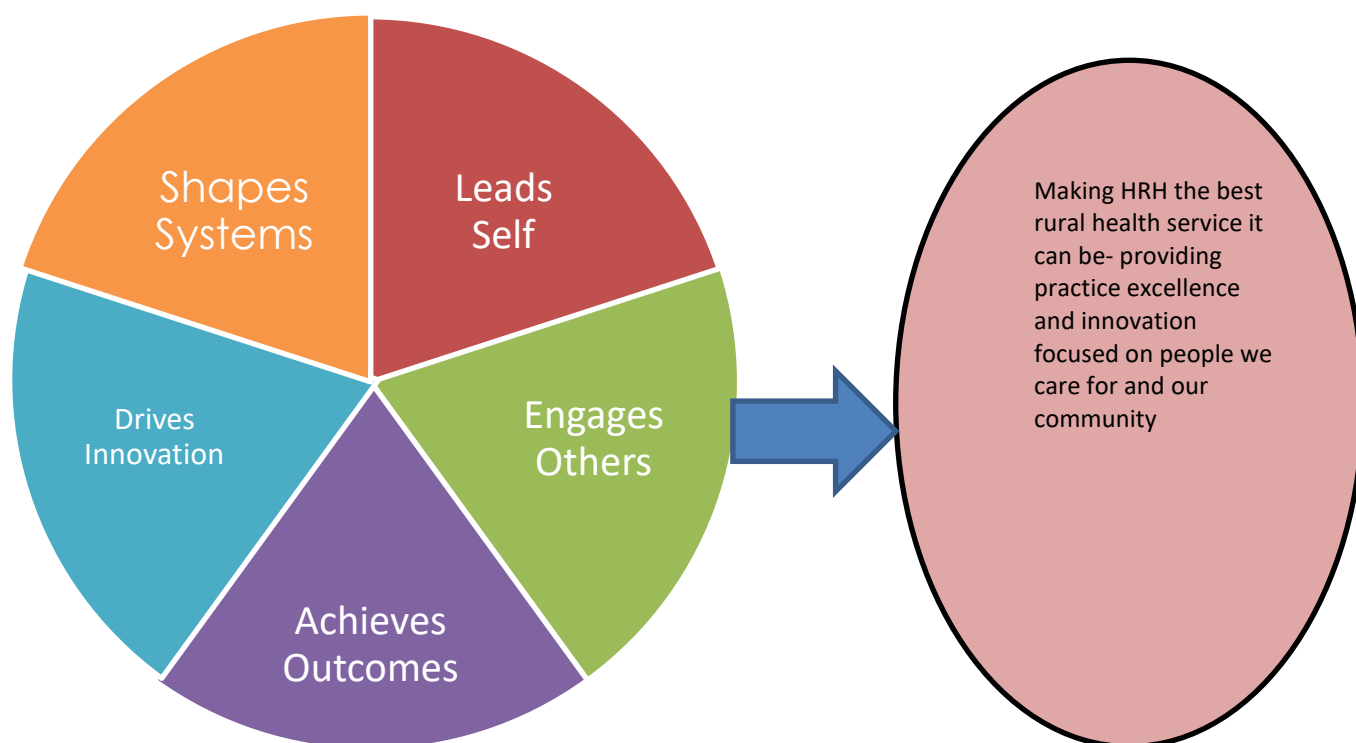
JUDGEMENT AND DECISION-MAKING:

The ANUM acts a leader in clinical practice and decision making. The ANUM is to work under their scope of practice and engage in critical decision making.

PROFESSIONAL LEADERSHIP:

- Participate in the positive promotion of Heywood Rural Health.
- Be involved in health promotion activities by participating in health education of the client and community.
- Role model the HRH leadership capability framework by:
 - Leading Self;
 - Engaging others;
 - Achieving outcomes;
 - Driving innovation; and
 - Shaping Systems.

[HRH Leadership Capability Framework \(LEADS\)](#)



Position Requirements

N.B. Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this role and are not to be interpreted as being all-inclusive. Duties and responsibilities may be reviewed according to service requirements.

Position Requirements	Tick Box Below
A current National Police Check must be provided prior to commencement at HRH.	✓
Evidence of Professional Registration (if required)	✓
Evidence of Professional Qualification (if required)	✓
Allocated responsibility for OH&S matters within the department – for Managers	
Assigned responsibility for ensuring any legislative and policy changes are communicated to relevant staff – for Managers	
Current Advance Life Support (ALS) Certificate Required (For RN's only)	✓
Valid Victorian Driver's Licence (if required)	
Valid Trade Licence (if required)	
Compliance with HRH Workforce Immunisation requirements; in particular you must have received a current influenza vaccination and both COVID-19 vaccinations, before you can commence your employment.	✓
Satisfactory Working with Children Check (if required)	✓
Undertake Pre-Employment Check as per HRH policy (This is mandatory prior to commencement and when required during employment)	✓
Typical Work Schedule (As specified in relevant staff Roster)	✓

JOB DEMANDS CHECKLIST

Heywood Rural Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Definitions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A	= Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		

Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks			✓		
Kneeling	Remaining in a kneeling position to perform tasks		✓			
Lifting/Carrying	Light lifting and carrying			✓		
	Moderate lifting and carrying			✓		
	Assisted lifting (mechanical, equipment, person assist)			✓		
Working at Heights	Ascending and descending ladders, stools, scaffolding	✓				
Pushing / Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment			✓		
Reaching	Arms fully extended forward or raised above shoulder			✓		
Crouching	Adopting a crouching posture to perform tasks			✓		
Foot Movement	Use of leg and/or foot to operate machinery		✓			
Head Postures	Holding head in a position other than neutral (facing forward)		✓			
Fingers/Hand/Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding			✓		
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands			✓		
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus, etc.		✓			

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						

Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. family violence, emergency or grief situations			✓		
Aggressive / Unpredictable People	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness		✓			
Exposure to Distressing Situations	E.g. Child abuse, family violence, delivering bad news, viewing extreme injuries, viewing deceased		✓			
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures		✓			
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)	✓				
Noise	Environmental/background noise necessitates people raising their voice to be heard			✓		
Biological Hazards	E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE			✓		
Cytotoxic Hazards	Handling and/or preparation of cytotoxic materials	✓				
Radiation	Working with radiologic equipment	✓				

Other Requirements

REQUIREMENTS	
Code of Conduct	HRH employees are expected to adhere to the values as outlined in the <i>"Code of Conduct for Victorian Public Sector Employees 2015"</i> . Breaches of the Code of Conduct may result in disciplinary action.
Compliance	During the course of your employment at HRH, you must maintain currency of all pre-screening and credentialing/other matters specified in your HRH Contract of Employment.
Confidentiality	You must ensure the affairs of HRH, its patients, residents, clients and staff remain strictly confidential and are not divulged to any third party, for any reason, except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests of HRH. Any breach of confidentiality will be viewed as a serious matter and may be the subject of disciplinary action including termination.
Contract of Employment	Your appointment is subject to your acceptance of the terms and conditions as laid out in your Contract of Employment. Terms and conditions will apply until by mutual agreement they are altered or replaced in writing.
Cultural Diversity	Recognise and respect cultural diversity within the community and be committed to respecting the individual beliefs, age gender, economic , cultural and linguistic backgrounds of HRH clients and staff

Education	HRH is committed to education. All employees have a responsibility to undertake their own professional development. Mandatory and compulsory training is complied with in accordance with the Mandatory and Required Training Policy and Procedure and Training Matrix as well as other directives as notified throughout the year. Similarly, management has assigned responsibility for ensuring any legislative and policy changes are communicated to you as and when they occur.
Gender Equality	As a HRH employee you will contribute to equal and measurable outcomes for women, men and gender-diverse people. This includes equal representation, status and rights, establishing equal opportunities for all people to contribute to national, political, social and cultural development; and for all to benefit from these results.
Immunisations	Two mandatory vaccinations you must have as a condition of employment are a current influenza and current COVID-19 vaccinations, as well as other immunisations you need to have in order to undertake your particular role. Your ongoing employment is subject to continuous currency of all pre-screening requirements. Any failure to do so will be deemed to be in breach of this Contract.
Infection Control	It is your responsibility to comply with the Infection Control policies and practices of HRH. You will also be expected to participate in infection control education yearly.
Information Technology	You will need to be aware of the need to be familiar with and able to access and use the technology systems e.g. computer, intranet, email, telephone, photocopier, facsimile machines, Data Projector. You may/will also need to become familiar with the programs used by HRH e.g. Electronic patient records –TRAK, Riskman, Platinum 5.
OH&S	<p>You are required to comply with all HRH OH&S policies and procedures, and if you hold a managerial position you are also responsible for keeping your staff up to date with any changes, as they occur, to policies and procedures that effect or have the potential to effect the safe working environment of your staff and others.</p> <p>You are to take reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of an employee in the workplace. You are to:</p> <ul style="list-style-type: none"> ▪ Follow safe work practices and use personal protective equipment as required; ▪ Participate in OH&S consultation and OH&S training initiatives; ▪ Report as soon as practicable, unsafe equipment, work practices or conditions (Occupational Health and Safety Act, clause 25) ▪ Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences; assist with any investigations and the identification of corrective actions; ▪ Co-Operate with managers and supervisors so they can meet their OH&S responsibilities; ▪ Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk; and ▪ Perform only those tasks for which you have received appropriate training and instruction.

Performance Appraisal	Your manager is responsible for conducting your performance Appraisal at 30 days, 5 months and thereafter, annually.
Pre-Employment	Pre-Employment Medical Questionnaire includes evidence of immunisations. In relation to immunisations, two mandatory vaccinations you must have as a condition of employment are a current influenza and current COVID-19 vaccinations, as well as other immunisations you need to have in order to undertake your particular role. Your ongoing employment is subject to continuous currency of all pre-screening requirements. Any failure to do so will be deemed to be in breach of this Contract.
Police Check	Your appointment is subject to a satisfactory police records check. As this process can take several weeks prior to the commencement of shifts, you may supply a statutory declaration indicating you have no conviction for murder, sexual assault or assault resulting in imprisonment. These convictions will automatically preclude you from working in HRH.
Probation period	A three months' probation period will apply.
Privacy and Confidentiality	Employment is subject to your compliance with the <i>Health Records Act</i> . This Act requires compliance with Principles related to privacy regarding data collection (including photos), usage and security.
Quality and Safety	<p>HRH is committed to providing Safe, High Quality Care across all services. Expectations on staff to support this include:</p> <ul style="list-style-type: none"> • Demonstrate a commitment to best practice; • Take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care; • Ensure all Health Service activities are in accordance with the National Safety and Quality Healthcare Standards (Organisation-Wide) – 2nd Edition, the Home Care Common Standards (Primary and Community Health) and the Aged Care Accreditation Standards – July 2019; • Actively participate in the HRH Safety and Quality Program. All staff will contribute to quality improvement activities aimed at improving patient/resident/client outcomes and maintaining accreditation standards; and • Be actively involved in processes to monitor and evaluate the performance of the services provided by the work area. <p>Under the new dimensions of care, all HRH staff are expected to provide care and services that are:</p> <ul style="list-style-type: none"> ▪ Personal; ▪ Safe; ▪ Effective; and ▪ Connected. <p>N.B. It is the responsibility of every staff member to be familiar with HRH Service-Wide and specific Departmental Policies & Procedures.</p>
Smoke Free Campus Policy	Smoking is prohibited throughout all buildings and vehicles controlled by HRH. This policy applies to staff, patients, residents, clients, volunteers, visitors, contractors and others.
Staff Development	You are required to attend an Orientation Day prior to commencement of employment and participate in the Professional Development Program.
Termination of Employment	Four weeks (or as per Enterprise Agreement) written notice of termination of employment to be provided to their Department Manager.

As the incumbent of this position:

- i. I acknowledge I have received a copy of this Position Description, and have read and understand the requirements of this role. I agree to work in accordance with this Position Description;
- ii. I confirm I have read the Job Demands Checklist detailed in this Position Description, understand its content, and agree to work in accordance with the requirements of this Checklist;
- iii. I also understand this Position Description forms part of my Contract of Employment with HRH; and
- iv. I am aware management has assigned responsibility for ensuring any legislative and policy changes are communicated to me as and when they occur.

APPROVALS	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Divisional Head:			
Department Head:			
Employee:			

Please forward signed copy to:
 People & Culture Department erin.wilson@heywoodruralhealth.vic.gov.au