

# Information Package: Position: Practice Nurse Casual Hours available

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## Practice Nurse Permanent Casual hours

- **Prime regional living – a stone’s throw from Victoria’s idyllic coastline**
- **Progressive rural health setting with a strong focus on your development**
- **Supportive CEO and Board**

Applications are sought from Registered Nurses who have a passion for working within our progressive Medical Clinic as a Practice Nurse as a casual employee.

### **Key Selection Criteria:**

- Demonstrated ability to work professionally and competently to achieve the national practice standards for nurses in General Practice (National Practice Standards for Nurses in General Practice)
- Operational knowledge of the Victorian Nurses Board regulations, ANCI competencies, Poisons & controlled substances regulations and Infection Control Practices and policies;
- Demonstrated ability to practice within accreditation standards, clinical governance, quality improvement risk management systems and continuous improvement models to ensure compliance indicators are met;
- To provide of safe, evidence based , person directed nursing care, with a strong service centric mindset and demonstrated ability to work with persons and their carers / family, including people of various cultural backgrounds;
- Proficient time and self-management skills to ensure all assessment, planning, implementation and evaluation of nursing services are maintained, and compliance is achieved, on a daily basis;
- Demonstrated critical analysis, and escalation care when identified, including working collaboratively within a clinical/multi-disciplinary team to achieve desired outcomes;
- Demonstrated capacity to interact with consumers of service and staff using professional and ethical boundaries, and actively resolve conflict;
- Evidence of participation in own professional development ensure standards of NBV self-declaration are met, including a willingness to apply and share professional expertise with colleagues;
- Demonstrated excellence in accurate and timely documentation, professional communication skills and sound knowledge of IT systems.

Enquiries are welcomed by contacting Jacki Barnett, Community Health Hub Manager, or Leonie Bartlett Practice Manager, on 5527 0551. The position description is also available via the HRH website [www.heywoodruralhealth.vic.gov.au](http://www.heywoodruralhealth.vic.gov.au)

**Applications Close: Monday August 22<sup>nd</sup> 2022**

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

People and Culture Department  
Heywood Rural Health  
[hr@heywoodruralhealth.vic.gov.au](mailto:hr@heywoodruralhealth.vic.gov.au)  
PO Box 159, Heywood, VIC 3304

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

Thank you for your interest in applying for the Practice Nurse 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](#)

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 enquires please contact Jacki Barnett, Community Health Hub Manager, or Leonie Bartlett Practice Manager, on 5527 0551.

Please note that applications for this role close at Monday August 22<sup>nd</sup> 2022. Applications received after this time will not be considered.

We look forward to receiving your application.

Regards

People and Culture Department

**ABOUT US**

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.

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## **THE APPLICATION PROCESS**

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 hand written 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](mailto: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 timeframes 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 refereechecks, 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](mailto: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.

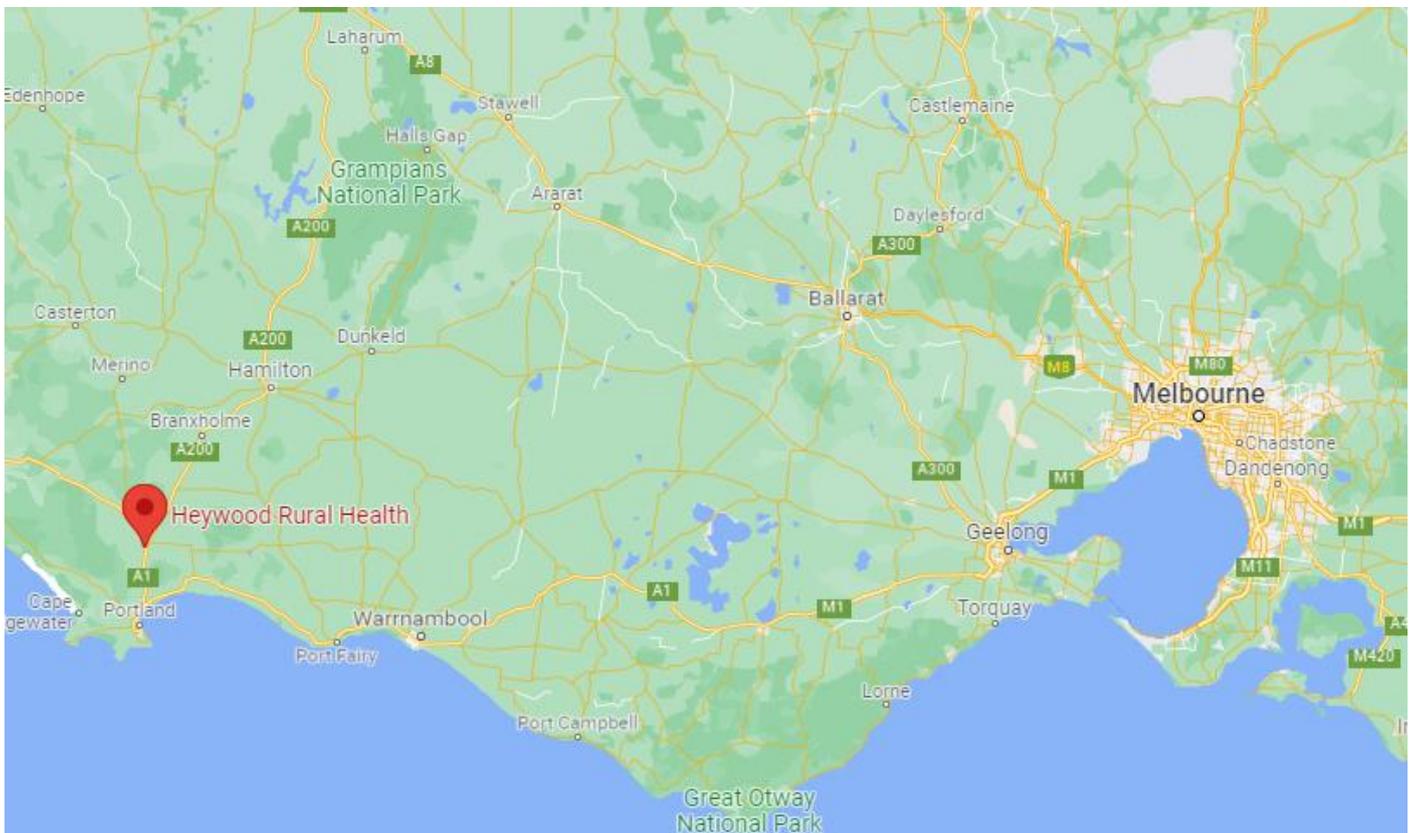
### **Accommodation**

Heywood Rural Health may be able to assist with accommodation. 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.

### **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 timbercutting 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."



## POSTION DESCRIPTION

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<b>Position:</b>	Practice Nurse
<b>Reports To:</b>	Practice Manager
<b>Hours of Duty:</b>	Casual
<b>Tenure:</b>	
<b>Award:</b>	Nursing and Midwives (Victorian Public Health Sector) (Single Interest Employers) Agreement 2016-2020
<b>Minimum Qualifications:</b>	Registered Nurse (Div 1)
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to work professionally and competently to achieve the national practice standards for nurses in General Practice (<u>National Practice Standards for Nurses in General Practice</u>)</li><li>• Operational knowledge of the Victorian Nurses Board regulations, ANCI competencies, Poisons &amp; controlled substances regulations and Infection Control Practices and policies;</li><li>• Demonstrated ability to practice within accreditation standards, clinical governance, quality improvement risk management systems and continuous improvement models to ensure compliance indicators are met;</li><li>• To provide of safe, evidence based , person directed nursing care, with a strong service centric mindset and demonstrated ability to work with persons and their carers / family, including people of various cultural backgrounds;</li><li>• Proficient time and self-management skills to ensure all assessment, planning, implementation and evaluation of nursing services are maintained, and compliance is achieved, on a daily basis;</li><li>• Demonstrated critical analysis, and escalation care when identified, including working collaboratively within a clinical/multi-disciplinary team to achieve desired outcomes;</li><li>• Demonstrated capacity to interact with consumers of service and staff using professional and ethical boundaries, and actively resolve conflict;</li><li>• Evidence of participation in own professional development ensure standards of NBV self-declaration are met, including a willingness to apply and share professional expertise with colleagues;</li><li>• Demonstrated excellence in accurate and timely documentation, professional communication skills and sound knowledge of IT systems.</li></ul>
<b>Essential:</b>	<ul style="list-style-type: none"><li>• Current national registration with the Australian Health Practitioner Regulation Agency (AHPRA) with no restrictions to practice;</li><li>• National Police check</li><li>• Statutory Declaration</li><li>• Victorian Motor Vehicle license</li><li>• Influenza Vaccination</li><li>• COVID-19 Vaccination</li><li>• First Aid and CPR Certificate</li></ul>

<b>Desirable:</b>	<ul style="list-style-type: none"> <li>• A minimum of three years' experience working as an RN or EN in the field;</li> <li>• Familiarity with TRAKCare electronic database</li> </ul>
<b>Key Performance Indicators – Managers to complete - Management/RN Grade 5 Roles Only:</b>	<p>Manager responsibility and accountability for all Occupational Health and Safety (OH&amp;S) matters within their Department, including the safety and well-being of their staff.</p> <p>Manager responsibility and accountability for ensuring any legislative and policy changes are communicated to relevant staff when they occur</p>

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## Our Vision

Heywood Rural Health (HRH) 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.

## PRIMARY OBJECTIVES/KEY PURPOSE OF THE ROLE:

The Practice Nurse shall facilitate the independence and health outcomes of a consumer/patient and avoid early admission to hospital and/or residential care through the provision of Practice Nursing Services that meet the consumers assessed nursing needs for a defined health outcome. Practice Nursing is not designed to deliver a high level of nursing interventions, and is not a hospital substitution service or part of a hospital substitution service, and is delivered within the clinical framework and oversight of the Medical Clinic GP's.

Practice Nursing services are delivered by Registered Nurses (RN) to provide evidenced based person focused nursing care with the consumer, their family and carers using a holistic approach. The Practice Nurse will form an integral part of a medical practice team and will be required to provide highly responsive nursing services to consumers/patients, their family and carers, while upholding a high level of professionalism and confidentiality. The Practice Nurse will act as a role model and practice within the values of Heywood Rural Health.

## DUTIES AND RESPONSIBILITIES:

Establish standards, guidelines and principles in relation to the Key Selection Criteria of the position, which include:

### Leadership and Governance

- Demonstrate a commitment to continuous improvement and achievement of excellence in service delivery;
- Proficient time management and self-management skills, including a demonstrated ability to operate

strategically, in line with Heywood Rural Health Statement of Priorities to ensure service delivery is provided within defined timeframes;

- Work within a framework of continuous improvement and innovation to deliver industry recognised evidence based best practice nursing services, within a clinical governance framework;
- Work with ongoing clinical oversight and management of the consumers/patients Practice Nurse services with the consumers /patients GP at all times;
- Uphold and practice within privacy, confidentiality, and professional boundary requirements;
- Administer the function to ensure current policy and procedures are understood and adhered to, including the Charter of Aged Care Rights;
- Develop, implement and review policies and procedures and make recommended updates using evidenced based principles;
- Actively contribute to organisation meetings and committees the strategic direction of Heywood Rural Health and achieve Medical Clinic operational goals;
- In consultation with the Practice Manager develop strategic and quality improvement plans to maintain and improve the Medical Clinic standards of practice;
- Prepare reports and develop actions in relation to Practice Nurse clinical issues for Medical Clinic accreditation requirements, and provide recommendations to the relevant committees;
- Practice within a continuous improvement framework, including: Risk management, compliments and complaints management, evaluation of continuous improvement outcomes and clinical record compliance;
- Capture issues/risks/“Opportunities to Improve” (OIT) on the RiskMan register, with actions, and report to the Practice Manager in a timely manner;

### Team

- Promote and facilitate dignity, integrity and a respect for cultural and linguistic diversity, and social differences;
- Demonstrate an ability to work autonomously with a high degree of initiative;
- Actively work consistently and cohesively with teams within and external to Heywood Rural Health, to develop and maintain a harmonious integrated and cohesive team culture, with the goal of providing professional, respectful, safe, timely, budgeted and coordinated services with consumers/patients;
- Ensure the current health condition and desired health outcome for each consumer/patient is communicated within the Medical Clinic team, and the community health team (with signed consumer/patient consent evidenced) for continuum of care and holistic care;
- Ensure all clinical areas are clinically safe appropriately prepared and maintained;
- Be responsible for weekly testing and documentation of clinical practice emergency equipment;
- Contribute to the learning, development and supervision of students from other agencies such as University, SWTAFE, providing a safe and supportive setting to mentor students in a learning environment.
- Mentor and support new Practice Nurse staff.

### Consumers/Patients and the consumers/ patients relevant other/s

- Triage consumers/patients presenting for planned, unplanned or urgent care, including responding to telephone enquires regarding same;
- Conduct observations and diagnostics including ECGs, spirometry and collecting pathology samples as directed and within scope of practice;
- Conduct health assessments, wound management, education and counselling with consumers/patients, within scope of practice;
- Assist GP's with procedures as required and within scope of practice;
- Identify any Allied Health or community services that are required (for example podiatry, Diabetes Education, Physiotherapy, Meals on Wheels) and submit an informal request with the consumers/patients GP, prior to arranging referrals;
- Develop an individual pandemic plan with the consumer/patient to mitigate risk of clinical deterioration;
- Educate and provide consumers/patients (and the consumers family / carer) with emergency processes and responses to enable consumers/patients to have access to 24 hours a day, 7 days a week response;

- Deliver Practice Nursing services in a safe, effective and responsive manner to facilitate positive clinical outcomes with consumers/patients.

#### Documentation and Communication

- Comply with legislative documentation requirements at all times;
- Ensure documentation is maintained and captured in real time, on all occasions of direct and indirect contact, is based on evidence based best practice, is subjective, and includes actions to achieve outcomes in a timely manner;
- Ensure all forms and documentation includes date, name, signature and designation;
- Review, monitor and update forms during identified changes (clinical deterioration, post hospital discharge, the addition of an Allied Health service, change in consumers GP), within a defined Episode of Care, or every 6 months;
- Communicate with consumers/patients multidisciplinary team and GP, where signed consumer consent has been obtained;
- Efficient computer literacy, including the use of MS Office, the internet, and other computer software packages, including Best Practice;
- Assist/initiate statistical data collection as required;

#### Professional Development

- Participate in ongoing professional development through in-services provided by the organisation and attendance at relevant professional seminars/conferences;
- Be responsible for maintaining own continuing professional development, in collaboration and following prior approval with the Practice Manager;
- Maintain membership of relevant professional bodies, including up to date and accurate documented evidence, where required;
- Maintain professional networks and current knowledge of nursing practices and information technology;
- Actively participate in annual staff performance review requirements.

#### Financial sustainability

- Ensure all resources are utilised and maintained in a cost effective way, including effective use of equipment, medications and supplies;
- Ensure data is accurately captured and entered into relevant system/s, within allocated timeframes;

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

Implement tasks in line with funding requirements and accountabilities, and in accordance with the policies, procedures and practices of Heywood Rural Health.

#### **JUDGEMENT AND DECISION-MAKING:**

The incumbent requires the ability to make decisions and carryout set procedures in line with Heywood Rural Health policy and procedures during crisis situations, which may occur when working with persons with dementia, who are frail aged, or persons with other complex clinical care needs, without the guidance of management. Such decisions will require some originality in approach with solutions usually attributable to the application of previously encountered procedures and practices. The incumbent shall recognise their own abilities and level of competence, and practice within the scope of the role and relevant legislative requirements.

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.

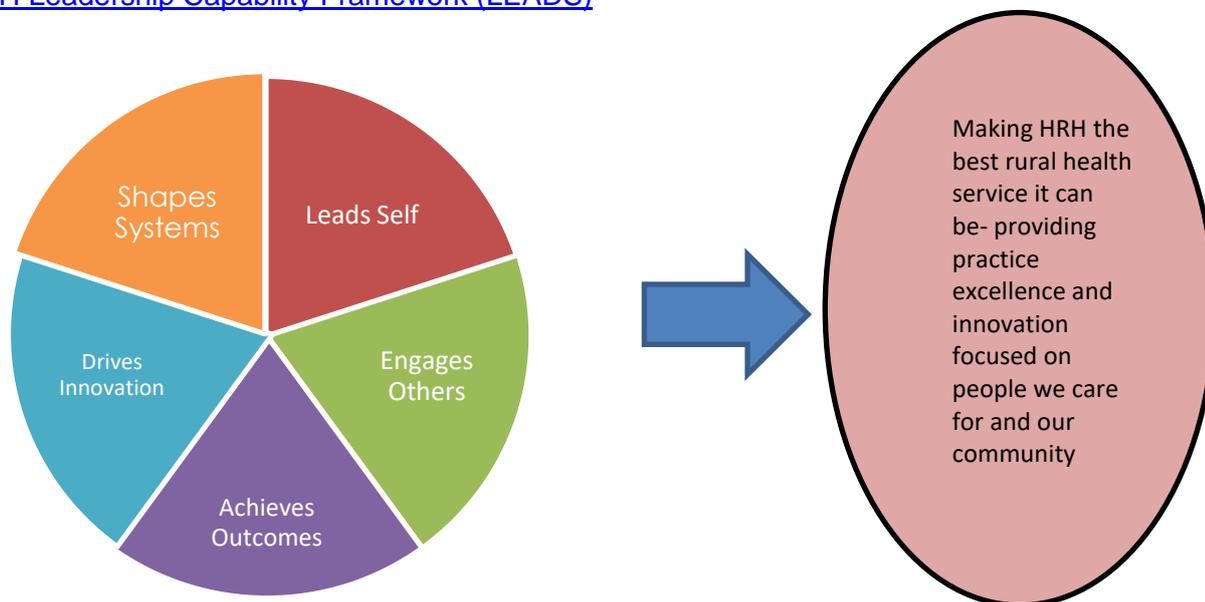
Duties and responsibilities may be reviewed in accordance with Practice Nursing requirements, clinical Governance and Medical Clinic Accreditation standards.

#### **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)	
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)	
Evidence of Professional Qualification (if required)	
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)	✓
<b>Typical Work Schedule (As specified in relevant staff Roster)</b>	✓

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

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
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	
<b>Code of Conduct</b>	HRH employees are expected to adhere to the values as outlined in the “Code of Conduct for Victorian Public Sector Employees 2015”. Breaches of the Code of Conduct may result in disciplinary action.
<b>Compliance</b>	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.
<b>Confidentiality</b>	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.
<b>Contract of Employment</b>	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.
<b>Cultural Diversity</b>	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
<b>Education</b>	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.

<b>Gender Equality</b>	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.
<b>Immunisations</b>	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.
<b>Infection Control</b>	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.
<b>Information Technology</b>	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 –TRAKCare, Riskman, Platinum 5.
<b>OH&amp;S</b>	<p>You are required to comply with all HRH OH&amp;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"> <li>▪ Follow safe work practices and use personal protective equipment as required;</li> <li>▪ Participate in OH&amp;S consultation and OH&amp;S training initiatives;</li> <li>▪ Report as soon as practicable, unsafe equipment, work practices or conditions (Occupational Health and Safety Act, clause 25)</li> <li>▪ Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences; assist with any investigations and the identification of corrective actions;</li> <li>▪ Co-Operate with managers and supervisors so they can meet their OH&amp;S responsibilities;</li> <li>▪ Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk; and</li> <li>▪ Perform only those tasks for which you have received appropriate training and instruction.</li> </ul>
<b>Performance Appraisal</b>	Your manager is responsible for conducting your performance Appraisal at 30 days, 5 months and thereafter, annually.
<b>Pre-Employment</b>	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.
<b>Police Check</b>	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.

<b>Probation period</b>	A three months' probation period will apply.
<b>Privacy and Confidentiality</b>	Employment is subject to your compliance with the <i>Health Records Act</i> . This <i>Act</i> requires compliance with Principles related to privacy regarding data collection (including photos), usage and security.
<b>Quality and Safety</b>	<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"> <li>• Demonstrate a commitment to best practice;</li> <li>• Take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care;</li> <li>• Ensure all Health Service activities are in accordance with the National Safety and Quality Healthcare Standards (Organisation-Wide) – 2<sup>nd</sup> Edition, the Home Care Common Standards (Primary and Community Health) and the Aged Care Accreditation Standards – July 2019;</li> <li>• 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</li> <li>• Be actively involved in processes to monitor and evaluate the performance of the services provided by the work area.</li> </ul> <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"> <li>▪ Personal;</li> <li>▪ Safe;</li> <li>▪ Effective; and</li> <li>▪ Connected.</li> </ul> <p>N.B. It is the responsibility of every staff member to be familiar with HRH Service-Wide and specific Departmental Policies &amp; Procedures.</p>
<b>Smoke Free Campus Policy</b>	Smoking is prohibited throughout all buildings and vehicles controlled by HRH. This policy applies to staff, patients, residents, clients, volunteers, visitors, contractors and others.
<b>Staff Development</b>	You are required to attend an Orientation Day prior to commencement of employment and participate in the Professional Development Program.
<b>Termination of Employment</b>	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.

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

Please forward signed copy to:  
 People & Culture Department [erin.wilson@heywoodruralhealth.vic.gov.au](mailto:erin.wilson@heywoodruralhealth.vic.gov.au)