



## Position Description

<b>Position title:</b>	Aboriginal Cadet in Nursing or Allied Health
<b>Department:</b>	Nursing / Primary Health
<b>Cost Centre:</b>	
<b>Employment Conditions:</b>	Victorian Public Health Sector (Health & Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2020 - 2024
<b>Classification:</b>	Healthcare Worker Grade 1
<b>Executive Manager:</b>	
<b>Reports to:</b>	Nurse Unit Manager / Primary Health Manager
<b>Direct reports:</b>	

## Kyabram District Health Service

Kyabram District Health Service provides an integrated range of acute, subacute, residential aged care and allied & primary health care services. Kyabram District Health Service has been providing services to the community since 1933.

KDHS is a passionate inclusive workplace that promotes and values diversity. We are a culturally diverse organisation with a wide variety of people from different races, cultures, age, gender, ethnicity, physical ability, sexual orientation, religious belief, work experience and education background. We believe diversity drives innovation and we will continue to build and nurture a culture where inclusiveness is a reflex and where there is a deep sense of pride, passion and belonging that transcends any role.

## Purpose

Healthy Community, Best Care

## Values

At the heart of our success is our people. We seek to provide our employees and volunteers with the resources, skills and knowledge to develop and grow, the opportunity to collaborate with others and the encouragement to challenge themselves. Above all, we are committed to displaying the same level of respect and care towards our employees that we expect them to demonstrate towards our clients.

### *Empathy*

We actively listen to understanding your feelings.

We show empathy by acknowledging others emotion

Individuals are included in decisions about their care and have their needs acknowledged

We provide choices and support individual wishes

Our actions demonstrate our compassion for others

### *Wellbeing*

Safety is at the forefront of everything we do.

People feel safe in our care

We foster a person centred approach through flexible, individualised care.

We will support the physical, emotional, social and psychological health of all.

### *Community*

People experience a welcoming, friendly approach.

We embody the cohesiveness and spirit of our communities.

Everyone feels connected and has a sense of belonging.

Our teamwork is built on cooperation, collaboration and communication

## Position purpose

The purpose of this position is to provide the Cadet with pre-graduation professional experience, an opportunity to work in your chosen field, providing exposure to the work environment and workplace culture and familiarisation with a potential future place of employment. The position works under the direct supervision of a Registered Nurse/Midwife/Allied Health Professional or other departmental manager. The Cadet practices as an assistant to the health professional team, assisting and supporting the team to provide delegated aspects of patient care. The Cadet will provide basic direct care activities and care will be delegated in accordance with education level, confidence and competency of the individual. The Cadet helps to provide patient- centered, family-oriented, evidence-based care within a collegial multidisciplinary environment.

The Aboriginal cadetship aims to include delivery of supportive structures and is engaged for a minimum of eight weeks equivalent full-time paid work placement in a hospital setting and can include tasks such as assisting with patient's activities of daily living, providing wellbeing support through communication, helping maintain a safe and clean environment and observing clinical procedures and therapeutic interventions.

## **Key Selection Criteria**

### **Essential:**

- Identifies as Aboriginal or Torres Strait Islander.
- Commitment to the Cadetship program.
- Currently enrolled in a bachelor-degree in nursing and/or midwifery, or a Bachelor-degree or Masters-level entry degree in an Allied Health discipline and have progressed beyond the first year of studies, having maintained a pass grade in all subjects.
- Well-developed interpersonal skills, including an ability to communicate effectively with other staff, patients and their families
- Ability to work in a team environment with a focus on person centred care.
- Demonstrated commitment to ongoing professional development and learning.
- Ability to prioritise workloads, and manage time effectively.
- Demonstrated ability to role model KDHS values of Empathy, Wellbeing and Community and the "Everyone is a caregiver" philosophy.

### **Desirable:**

- Previous experience working in a healthcare setting, hospital or aged care facility.
- Basic computer skills.

## **Employment Requirement:**

- All workers at KDHS, regardless of role will be required to be fully vaccinated for COVID-19 and to provide acceptable evidence of their vaccination status
- Satisfactory National Police Check prior to commencement and every 3 years thereafter
- Satisfactory Working With Children Check prior to commencement and every 5 years thereafter
- Employment is subject to compliance with KDHS Health Care Worker's Immunisations guidelines
- Where specified within the Position Description, an NDIS Worker Screening Check

## **Key Responsibilities**

### **Position Specific**

While Cadets work within the role requirement of their position description, the role itself is flexible and can be tailored to suit the needs of the individual Cadet and clinical area. The role can involve a mixture of direct patient care and other indirect activities that support the department, remembering that the key purpose of the Cadetship is for the Cadet to learn soft skills for work readiness.

The Cadet under the supervision of the registered health professional or their delegate is expected to;

- Work to contribute to positive outcomes in accordance with KDHS policies and guidelines
- Work within the defined role and practice parameters determined within this position description

- Participate in delegated aspects of care delivery in relation to the patients plan of care
- Ensure patient dignity and privacy are maintained at all times
- Provide constant patient observation when directed by the registered health practitioner, following assessment by the registered health practitioner
- Maintain a safe patient environment
- Communicate effectively in the work environment including appropriately directing telephone enquiries
- Assist visitors in the ward environment as required
- Communicate effectively with patients and the multidisciplinary team
- Assist in bed making and keeping the ward environment tidy
- Participate in organisational hand hygiene initiatives;
- Assist patients with their activities of daily living, including but not limited to;
  - Hygiene, shaving and skin care/personal grooming
  - Assist with feeding and hydration
  - Assistance with mobility, transfers, and positioning
  - Assistance with elimination needs
  - Diversional activities and social activities/supervising children at play
- Recognise, report and record incidents promptly, clearly and concisely to the supervising registered health practitioner
- Successfully complete all mandatory organisational competencies and training within the requirements of the work role
- Ensure infection control policies

## Organisational

### Caregiver philosophy

At KDHS we see every single person engaged with the organisation as a caregiver and as such, we work together to promote best care in customer service; achieve excellence in providing care; provide coaching and mentoring and actively participate as a member of the team, professionally and ethically; embrace and respect diversity; provide leadership in giving and receiving feedback and encouraging our patients, residents and clients to help us learn from their feedback; engage in our partnerships for the benefit of our patients and support and advocate for the consumer experience within our organisation.

### Code of Conduct

KDHS Code of Conduct, the Code of Conduct for Victorian Public Sector Employees and any applicable professional Code of Conduct forms part of the terms and conditions of employment at KDHS. All staff must understand and comply with these whilst employed at KDHS.

### OH&S

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to comply with KDHS OH&S policies and procedures and to participate in appropriate safety education and evaluation activities.

### Policies & Procedures

It is everybody's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All KDHS policies and procedures can be accessed on the intranet site.

### Documentation & Administration

Ensure that all documentation and delegated reporting requirement are accurate and completed in a professional and timely manner. Embed appropriate Professional, Legal and accreditation standards and regulations.

### Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. PCC is based on the principles of respect, value of the individual, and the need to

deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff are required to adhere to these principles.

### Values & Conduct

Staff are required to comply with KDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all staff will embrace KDHS Values and demonstrate these in their daily work.

### Child Safety

KDHS is a Child Safe organisation. The KDHS Child Safe Policy and Procedure applies to all staff, volunteers, students and contractors of KDHS. KDHS staff will:

- Protect and promote the health, safety and well-being of all children.
- Recognise vulnerability and identify risk and harm to children early.
- Respond appropriately, effectively and in a timely way to reduce risk and support children and their families to achieve improved outcomes.
- Promote culturally competent and responsive health care.
- Work together with families, community services providers and the statutory system in the best interests of children (DHHS Healthcare that Counts Guiding Principles, 2017).

### Violence & Aggression

KDHS seeks to promote a safe and inclusive workplace and community that are free from all forms of violence and aggression. KDHS staff:

- Are aware that supports are available for KDHS staff and volunteers who may be experiencing family violence.
- Identify, respond to and support consumers impacted by family violence as guided by organisational procedures.
- Identify, report and access support in relation to incidents of occupational violence and aggression.

### Diversity & Inclusion

KDHS is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, colour, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

### Risk Management

KDHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

- Contribute to effective risk management within their area of influence.
- Adhere to organisational risk management policy and procedures.
- Assist in fostering a risk-aware culture and ensure that any staff members in their supervision understand their responsibilities.
- Identify new and emerging risk.
- Contribute feedback to risk management review processes.

### Professional Development & Performance Management

KDHS staff ensure best practice at all times by regularly engaging in professional development, including mandatory competencies are maintained in accordance with KDHS Policy.

It is a condition of employment that staff participate in the performance review program in accordance with the parameters set out in KDHS policy and procedures.

### Quality Improvement

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities.

## Privacy & Confidentiality

All KDHS Employees are required to comply with the provisions of the Privacy & Confidentiality Policy and any legislative requirements detailed in the Federal Privacy Act, 1988, the Health Records Act 2001, Section 141 of the Health Services Act Victoria, 1988 and the Freedom of Information (Amendment) Act, Victoria 1999.

All staff are required to read, understand and sign the Confidentiality and Privacy Agreement that sets out specifically what is required, upon commencement of employment. These provisions form part of the terms and conditions of employment and any breach will be subject to disciplinary action as per the KDHS Policies, along with the relevant Enterprise Agreement.

### Additional Requirements:

To ensure a healthy and safe environment for everyone, smoking is not permitted on KDHS grounds, buildings or vehicles.

### Inherent Requirements

KDHS has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. The following table identifies physical and psychological work environment characteristics that are inherent requirements of the role.

<u>Consumer Care Role</u>	manual handling (pushing, pulling equipment/trolleys) general consumer handling and clinical duties sitting, standing, bending, reaching, holding working alone general administration & IT work use of personal protective equipment and handling handling general and infectious waste	exposure to substances and hazardous materials dealing with anxious or upset consumers or members of the public dealing with unpredictable behaviours driving motor vehicles work at other locations may be required participating in shift work in most roles
<u>Maintenance/Support Services Role</u>	manual handling (pushing, pulling, lifting) generic maintenance work, working at heights generic outdoor work operating machinery sitting, standing, bending, reaching, holding, lifting	work at other locations may be required participating in shift work in some roles driving motor vehicles use of personal protective equipment and handling  general administration and IT work
<u>Administration Role</u>	manual handling (pushing, pulling, lifting) sitting, standing, bending, reaching, holding, lifting administration and IT work at varying levels use of personal protective equipment handling general waste pushing and pulling trolleys / filing	work at other locations may be required participating in shift work in some roles dealing with anxious or upset consumers or members of the public dealing with unpredictable behaviours driving motor vehicles

*A signed pre-existing condition declaration form is required to be completed prior to commencement.*

Accepted By: \_\_\_\_\_ Incumbent      Date: \_\_\_\_\_  
 \_\_\_\_\_ Print Name

Issued: \_\_\_\_\_

***This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at GSHS' discretion and activities may be added, removed or amended at any time.***