

Private & Confidential

Dear Applicant

PRE-EMPLOYMENT HEALTH DECLARATION INFORMATION

Thank you for your application.

Your employment with Greenstaff Medical is conditional upon you being fit to perform the inherent requirements of the Position as set out in the attached Position Description at Annexure A. The major requirements of the position include but are not limited to:

Physical Demands

<u>Activity</u>	<u>Details</u>	<u>Approximate Frequency</u>
Standing		Approx 45% of time
Walking		Approx 45% of time
Sitting		Approx 10% of time
Lifting	Up to 20kg	Frequently
Carrying	Up to 10kg	Occasionally
Pushing	Up to 120kg	Frequently
Pulling	Up to 25kgs	Frequently
Climbing		Occasionally
Stooping		Frequently
Balancing & Kneeling		Frequently

Sensory Demands: Sight Requirements:

Acuity, Near & Far	Frequently
Depth Perception	Frequently
Colour Vision	Frequently
Field of Vision	Frequently

Sensory Demands: Hearing Requirements:

Ordinary Conversation	Constantly
Other Sounds	Frequently

Mental Demands & Discipline:

Reading	Frequently
Reasoning & Problem Solving	Constantly
Organisation	Constantly
Math	Frequently
Language	Constantly
Detailed Work	Constantly
Multiple Concurrent tasks and interruptions	Constantly
Stress	Constantly
Confidentiality	Constantly

Potential Environmental Exposures:

Exposure to radiation and chemicals	Occasionally
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Exposure to blood/body fluids, infectious agents, and airborne pathogens	Frequently
Exposure to needles/syringes and water handling	Frequently

Prior to the commencement of your employment, you are required to:

1. read this letter and the attached Position Description at Annexure A; and
2. complete the attached Pre-Employment Health Declaration Form and Statutory Declaration at Annexure B and return it to Greenstaff Medical, Level 10/ 555 Lonsdale Street, Melbourne, VIC 3000 or email it to us. Please read all of the attached documents carefully and discuss with our Recruitment Team on 03 9012 0122 if you have any questions.

The purpose of the Pre-Employment Health Declaration Form is to assist us to meet our obligations under the:

- *Occupational Health and Safety Act 2004 (Vic)* – to, so far as is reasonably practicable, provide and maintain for employees a working environment which is safe and without risks to health; and
- *Equal Opportunity Act 2010 (Vic)* and *Disability Discrimination Act 1992 (Cth)* – to make reasonable adjustments to enable employees with a disability or illness to perform the inherent requirements of their position.

We take these obligations very seriously.

It is not the purpose of the Pre-Employment Health Declaration Form to deny a person an employment opportunity on the sole basis of a disability or illness unless there are no reasonable adjustments that we can make which would enable the person to perform the inherent requirements of the position.

DISCLOSURE OF ALL PRE-EXISTING INJURIES AND DISEASES

We rely on section 41(1) of the *Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)* (**WIRC Act**) to require you to disclose all pre-existing injuries or diseases of which you are aware and can foresee could be affected by the nature of the Position.

If you fail to make such a disclosure, or you make a false or misleading disclosure:

- the effect of clause 41(2) of the WIRC Act is that you may not be entitled to compensation under the WIRC Act where any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arises out of, or in the course of, or due to the nature of, your employment with us; and
- we may not be able to assess your fitness to perform the inherent requirements of the Position which may result in your application being rejected, our offer of employment being withdrawn or your employment being terminated.

CHANGE OF CIRCUMSTANCES

If any circumstances change your capacity to perform the inherent requirements of the Position, or any other position in which you may become employed, we require you to advise Greenstaff Medical, Recruitment Team on 03 9012 0122 or email hello@greenstaffmedical.com.au immediately.

PRIVACY

The information that you provide on the Pre-Employment Health Declaration Form will be treated in accordance with the *Privacy Act 1988* (Cth) and the *Health Records Act 2001* (Vic). The Form will be retained on your personnel file which we will endeavour to keep secure at all times. However, we will use the information that you provide on the Form for purposes relating to our assessment of your current and ongoing suitability for employment based on your fitness to perform the inherent requirements of the Position or any other position in which you become employed. As such, we may disclose your Form in circumstances which include, but are not limited to, the following:

- to a qualified medical practitioner or other health care professional appointed by us to assess your fitness to perform the inherent requirements of the Position or any other position in which you may become employed;
- to our WorkCover Insurer, where you have submitted a claim for workers' compensation; or
- where disclosure is otherwise required or permitted by law.

Please contact Greenstaff Medical, Recruitment Team on 03 9012 0122 if you have any questions.

Thank you for your cooperation.

Yours faithfully
Camilla Kerrigan
Country Manager

ANNEXURE A– POSITION DESCRIPTION

Position Title:	Registered Nurse Division 1
Reports To:	Nurse Unit Manager Director of Nursing Business Operations Manager
Reporting to this position:	N/A
Liaison	Allocations Consultants Clients

Position Accountable for: The performance of all nursing and other related activities as assigned by the person to whom the Registered Nurse is accountable.

Position Summary:

- Adheres to the guidelines of the Client and procedures as outlined by the Client.
- Follows direction of the Nurse Unit Manager and/or Associate Nurse Unit Manager of the Client in the performance of nursing care.
- Endeavours to achieve the objectives for the provision of a high standard of nursing care.

Responsibilities and Duties:

- Receive nursing report from staff on previous duty along with patient allocation for the duration of the placement in - accordance with policies and procedures of the client.
- Inform allocated patients of name and status. Assesses health status of allocated patients, attends to immediate needs and identifies potential problems.
- Plans individual care in conjunction with Nurse Unit Manager, patient and medical officer.
- Requests advice regarding function and use of equipment with which she or he is unfamiliar and the location of emergency equipment and policies.
- Implements nursing care plan according to set priorities, performing procedures in accordance with Client policy.
- Maintains a high standard of patient care to assist in meeting the physical and psychological needs of allocated patients and non-allocated patients as appropriate.
- Prepares allocated patient for surgery or ordered treatment as required. Provides patients with relevant information as appropriate. Assists in patient teaching prior to surgery or treatment that is pertinent to post-operative treatment period.
- Adheres to orders of medical officers, Nurse Unit Manager and/or Associate Nurse Unit Manager in following post-operative or post-treatment orders. Performs nursing activities related to the prevention of complications, health teaching and self-care as appropriate.
- Follows Client policies related to patient, visitor, staff and environmental safety. Maintains knowledge and expertise in practice of all emergency/resuscitation procedures. Follows Client policies in the event of an accident or emergency. Completes incident form (in accordance with Client policy) providing information which is legible, accurate and signed and given to the Nurse Unit Manager or Associate Nurse Unit Manager.

- Maintains frequent evaluation of health status of allocated patients. Obtains advice from Nurse Unit Manager and/or Associate Nurse Unit Manager if health problems are anticipated or identified.
- Maintains documentation related to patient care that is accurate, legible and current, and adheres to legal requirements and Client policy.
- Adheres to medical officer's orders, Nurse Unit Manager and/or Associate Nurse Unit Manager directions and Client policy and state regulations regarding the checking, administration and documentation of drugs.
- Maintains confidentiality of patients' records.
- Follows Client policy and protocol regarding infection control.
- Practices hospital economy in use of equipment and stores. Reports promptly to the Nurse Unit Manager or Associate Nurse Unit Manager the need for maintenance or replacement of equipment.
- Reports health status and relevant problems of allocated patients to assigned staff prior to absence for meal breaks or other necessary absences.
- Maintains a satisfactory standard of courtesy towards patients and visitors; provides adequate explanation of patients' health status to relatives or significant others as appropriate.
- Performs any other duties which may be required from time to time as necessary and/or requested by the Nurse Unit Manager and/or Associate Nurse Unit Manager.

NOTE – A Registered Nurse Division 1 is not authorised to divulge any information about an agency person to any third party, or to divulge any confidential information regarding patients in their care to any third party.

Professional Requirements:

- Division 1 Registered Nurse holding an AHPRA Registration Certificate

Position Title: Enrolled Nurse Medication Endorsed

Reports To: Nurse Unit Manager
Director of Nursing
Business Operations Manager

Reporting to this Position: N/A

Liaison: Allocations Consultants
Clients

Purpose: An Enrolled Nurse Medication Endorsed works under the supervision of a Registered Nurse Division 1 and assists in the provision of preventative, curative and rehabilitative nursing care in hospitals, aged-care facilities, the community and other health care settings

Enrolled Nurses are second level nurses who provide nursing care according to their level of training. An Enrolled Nurse is a skilled and integral part of the nursing team.

Responsibilities:

- Assist with initial and ongoing health assessment and maintenance of patients
- Observe, measure and record patient's temperature, pulse, respiration and blood pressure and, when necessary, blood sugar levels, and report changes in patient's conditions
- Patient hygiene – assist with bathing, showering, dressing and bed making
- When required, assist patients with meals
- Help mobilize patients
- Assist with individual rehabilitation exercises and programs
- Assist in wound care
- Assist in emergency situations
- Maintain a safe environment and assist in prevention of injuries

NOTE – An Enrolled Nurse Medication Endorsed is not authorised to divulge any information about an agency person to any third party, or to divulge any confidential information regarding patients in their care to any third party.

Competencies:

- Good communication skills
- Tolerance, patient and tact in dealing with people with different backgrounds, ages and cultures
- Able to follow instruction precisely
- Able to work as part of a team
- Mentally and physically fit
- Decision making ability

Education:

- Completion of Registered Nurse Division 2 qualification with Medication Endorsement (either Certificate IV or Diploma level)

Position Title:	Enrolled Nurse
Reports To:	Nurse Unit Manager Business Operations Manager
Reporting to this Position:	N/A
Liaison:	Allocations Consultants Clients Patients

Purpose: An Enrolled Nurse will work under the supervision of a Registered Nurse Division 1 and assist in the provision of preventative, curative and rehabilitative nursing care in hospitals, aged-care facilities, the community and other health care settings

An Enrolled Nurse is a second level nurse who provides nursing care according to their level of training; the nurse is a skilled and integral part of the nursing team.

Responsibilities:

- Assist with initial and ongoing health assessment and maintenance of patients
- Observe, measure and record patient's temperature, pulse, respiration and blood pressure and, when necessary, blood sugar levels, and report changes in patient's conditions
- Patient hygiene – assist with bathing, showing, dressing and bed making
- When required, assist patients with meals
- Help mobilise patients
- Assist with individual rehabilitation exercises and programs
- Assist in wound care
- Assist in emergency situations
- Maintain a safe environment and assist in prevention of injuries

NOTE – An Enrolled Nurse is not authorised to divulge any information about an agency person to any third party, or to divulge any confidential information regarding patients in their care to any third party.

Competencies:

- Good communication skills
- Tolerance, patient and tact in dealing with people with different backgrounds, ages and cultures
- Able to follow instruction precisely
- Able to work as part of a team
- Mentally and physically fit
- Decision making ability

Education:

- Completion of Enrolled Nurse Qualification

Position Title: Personal Care Attendant

Reports To: Nurse Unit Manager
Business Operations Manager
Private Patients

Reporting to this Position: N/A

Liaison: Allocations Consultants
Clients

Purpose: Personal Care Attendants assist in caring for patients in hospitals, nursing homes, institutions for the aged or disabled or clinics or clients private homes.

Responsibilities include:

- Assist to lift and turn patients
- Shower, bathe and shave patients
- Assist with dressing and eating
- Assist in mobilization of patients
- Make sure that the client has a clean supply of clothing and linen and remove and clean all soiled items
- Observe and report any changes of the patients condition
- Assist with rehabilitation exercises
- Maintaining a safe environment
- Such other tasks as the PCA may be directed to undertake by the nurse in charge or the person under whom directions are taken

Greenstaff Medical offers Personal Care Attendants weekday and weekend casual shifts in the above sections of the public and private healthcare system. Shifts are allotted as AM, PM and Night Duty shifts

NOTE – A Personal Care Attendant is not authorised to divulge any information about an agency person to any third party, or to divulge any confidential information regarding patients in their care to any third party.

Competencies:

- Certificate III in Aged Care or Home and Community Care
- Decision-making ability
- Empathy
- Good communication skills
- Physically fit
- Ability to work as a team member

Position Title: Operating Theatre Technician

Reports To: Head Theatre Technician
Business Operations Manager

Reporting to this Position: N/A

Liaison: Allocations Consultants
Clients

Purpose: Theatre Technicians are responsible for the preparation of an operating theatre, and its equipment, assisting the surgical team by positioning patients in preparation for theatre during procedures and transporting patients to the recovery room.

Responsibilities:

- Transportation of patients and equipment
- Setting up and preparing the operating room with the required equipment for relevant procedures
- Positioning of lights and table in theatre
- Safety check equipment prior to use
- Assisting surgical team during procedures
- Positioning of patients
- Support patient's limbs during procedure at the direction of the surgeon
- Assist surgeon to apply and remove plaster as requested
- Assist in the application of Tourniquets'
- Monitor and change relevant gas cylinders as required
- Ensure specimens are correctly handled, recorded and delivered to pathology in a timely manner
- Spot cleaning of blood and bodily fluids
- Mopping and cleaning of operating theatre post procedure
- Restocking of boots, caps, masks, blanket warmers and other stock as required
- Emptying and replenishing waste and linen
- Ensuring a safe work environment
- Any other task you are directed to undertake by management

Greenstaff Medical offers Operating Theatre Technician's weekday and weekend casual shifts in the above sections of the public and private healthcare system. Shifts are allotted as AM, PM and Night Duty shifts.

NOTE – An Operating Theatre Technician is not authorised to divulge any information about an agency person to any third party, or to divulge any confidential information regarding patients in their care to any third party.

Competencies:

Personal Requirements: Physically fit Good communication skills Ability to follow instructions
Ability to work as a team member

Education Requirements:

All Operating Theatre Technicians with Greenstaff Medical have a minimum of Certificate III in Health Services Assistance (Operating Theatre Technician).

Position Title: **Training Coordinator**

Reports To: Business Operations Manager

Reporting to this position: N/A

Liaison: Recruitment Officer & Administrator
Allocations Consultants
Homecare Department
On-Hire Employees
Clients / Stakeholders

Purpose: This role is responsible for coordinating the smooth and efficient delivery of training offered through Greenstaff Medical and for providing general administrative support to senior management.

Responsibility: This role is responsible for the following outcomes / criteria -:

- Facilitating training for all staff
- Ensuring yearly mandatory updates are completed through training offered by Greenstaff Medical
- Marketing available training opportunities to staff and providing necessary information
- Analyse training and assessment delivery processes and systems and recommend continuous improvements
- Maintaining regular and effective communication with staff through Mailchimp campaigns and other channels of communication
- Providing general administrative support, including minute taking, filing, data entry, maintenance and management of information held by the company as may be required
- Providing support to the Recruitment function as and when required
- Maintaining police clearance certificates and working with children check databases to ensure validity for all staff
- Maintain accurate database for PCC and WWCC

Functions: This role has the following functions:

- Liaise with staff to ensure their on-going training requirements are current and up to date
- Maintain updated curriculum database and training records
- Organise, develop or source training programs to meet specific training needs
- Complete monthly reports on expiring mandatory yearly updates, such as; infection control, manual handling, fire & emergency, hand hygiene, basic life support (BLS), advanced cardiac life support (ACLS), drug-calculations, ANTT, Falls Prevention, OHS, Clinical Transfusion Practice, Workplace Bullying
- Regularly monitor and evaluate the delivery of training and assessment to ensure excellent support and service to staff
- Liaise with external stakeholders/ training providers to facilitate smooth delivery of training
- Maintain Mailchimp database and send email campaigns and other communication to staff as directed

- Undertake other office duties from time to time as directed by senior management including mail-outs, photocopying, faxing, and filing

Authorities:

The position has the following authorities with respect to their role in the business:-

- Represent the agency to healthcare workers/ nurses and to existing and potential clients
- Facilitate police / criminal record checking of applicants

NOTE – The Training Coordinator & Office Administrator is not authorised to divulge any information about an agency person to any third party, or to divulge any confidential information regarding the running of the agency to any third party.

Competencies:

- Minimum 2 years' experience in an administrator/ coordinator role (Certificate IV in Training & Assessment desired but not essential)
- Strong and articulate communication skills with an expert ability to build rapport with stakeholders, clients and staff
- High level of attention to detail
- Exceptional time management skills with the ability to manage multiple priorities
- Self-organised with high levels of motivation and a capacity to work unsupervised; able to use initiative and problem solve to achieve a desirable outcome for all parties involved
- Competent in the use of MS Office suite of applications