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SA Health Job Pack

| | |
|---------------------------------------|---|
| Job Title | Enrolled Nurse - 4Fw1 |
| Job Number | 678341 |
| Applications Closing Date | 25/1/19 |
| Region / Division | Central Adelaide Local Health Network |
| Health Service | The Royal Adelaide Hospital |
| Location | Adelaide |
| Classification | ENC/END |
| Job Status | Temporary up to 24/1/20 and part-time working 32 hours per week |
| Indicative Total Remuneration* | ENC \$60,308/\$67,887 END \$64,968/\$72,878 |

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Child Related Employment Screening - **DCSI**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening - **NPC**
- General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

| | |
|----------------------|------------------------|
| Full name | Marie Haydon |
| Phone number | 0401 123 858 |
| Email address | Marie.haydon@sa.gov.au |

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



Cardiology Enrolled Nurse ROLE DESCRIPTION

| | |
|---|--|
| Role Title: | Enrolled Nurse |
| Classification Code: | Enrolled Nurse (Certificate and Diploma) EN/EN-MA/ENDP |
| LHN/ HN/ SAAS/ DHA: | CALHN |
| Hospital/ Service/ Cluster | RAH |
| Division: | Medical Directorate |
| Department/Section / Unit/ Ward: | Cardiology |
| Role reports to: | Nurse Unit Manager |
| Role Created/ Reviewed Date: | Feb 2018 |
| Criminal History Clearance Requirements: | <input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC) |

ROLE CONTEXT

Primary Objective(s) of role:

The Enrolled Nurse supports the Registered Nurse in the provision of person-centred care consistent with regulatory and statutory requirements. Practice at this level is from novice to proficient Enrolled Nurse practice. Employees at this level work under the direction and supervision of the Registered Nurse, however at all times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing nursing care.

Key Relationships/ Interactions:

Internal

The Enrolled Nurse:

- > Works under the direct or indirect supervision of a Registered Nurse and or Midwife
- > Maintains cooperative and productive working relationships within all members of the health care team

External

Maintains relationships with non-government organisations or other government organisations.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working with patients and their families where there are multiple complexities and diverse cultural backgrounds.
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately
- > Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act (SA) 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009 (SA)* and Regulations
- > *Controlled Substances Act 1984 (SA)* and Regulations
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- > SA Health/LHN/SAAS policies, procedures and standards.

Handling of Official Information:

- > By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.
- > SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.
- > SA Health employees will not misuse information gained in their official capacity.
- > SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Special Conditions:

*NB Reference to legislation, policies and procedures includes any superseding versions

- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory criminal and relevant history screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening Assessment must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|-------------------------------------|--|
| Direct/indirect patient/client care | <ul style="list-style-type: none"> > Demonstrates knowledge and skill in assessment, care and routine procedures for area of practice; > Under the direction of a registered nurse makes decisions and takes initiative to plan and complete nursing care tasks within their scope of practice; > Engages with patients/clients to provide person centred care |
| Support of health setting services | <ul style="list-style-type: none"> > Contributes to quality improvement > Provides assistance to other members of the health care team in provision of care to individuals/groups, including overseeing the work of an AIN/M and students. |
| Education | <ul style="list-style-type: none"> > Provides education to patients/clients, families and carers; > Contributes to the education of others; > Continue own professional development, seek learning opportunities and maintains own professional development portfolio of learning and experience. |
| Research | <ul style="list-style-type: none"> > Contributes to research as appropriate; > Recognises the importance of evidence based practice. |
| Professional leadership | <ul style="list-style-type: none"> > Under the guidance of a registered nurse coordinates and guides activities of student enrolled nurses and assistants in nursing. |

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Enrolled or eligible for enrolment as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills:

- > Effective verbal and written communication skills.
- > Ability to work in a multidisciplinary team environment.
- > Ability to prioritise workload, recognise and report changes in clinical condition
- > Ability to provide person-centred care

Experience

- > Experience in the provision of nursing care in the healthcare setting in accordance with the appropriate standards of practice.

Knowledge

- > Knowledge and understanding the role of the Enrolled Nurse within the health care setting.
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- >

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Additional education/qualifications in Cardiology

Personal Abilities/Aptitudes/Skills:

- > Ability to use technology and computer skills
- >

Experience

- > Experience in assisting with quality improvement activities within a healthcare setting

Knowledge

- > Knowledge of contemporary nursing and health care issues.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

The Medical Directorate of the Central Adelaide Local Health Network is a dynamic service providing expert care across both acute, subacute and community settings in Adelaide. It serves the South Australian Community through a multidisciplinary patient focused model, delivering care at the Royal Adelaide Hospital, the Queen Elizabeth Hospital, Hampstead Rehabilitation Hospital, St Margaret's Hospital and various community clinics. The Medical Directorate also provide care in patient's homes and/or residential settings in areas such as palliative care, ageing and rehabilitation.

Comprehensive medical services are provided to manage a diverse range of complex health issues in the area of general medicine and speciality areas including cardiology, respiratory, rheumatology, endocrinology, haematology/ oncology, geriatrics, infectious diseases and palliative care. Nursing and Allied Health Services are extensive across all sites and programs with specialised and generalist staff to care for both younger and older patients entrusted to our care. Non-clinical support staff and volunteers ensure that we are partnering with both clinicians and patients to provide a safe and supportive health care environment.

We are committed to our community through a partnership approach in delivering healthcare that promotes wellness through illness prevention and proactive treatment of disease.

The CALHN Cardiology Service provides patient centred acute inpatient services both emergency and elective across RAH and TQEH. This includes cardiac diagnostics and interventional and electrophysiology procedures and Cardiac Rehabilitation and Heart Failure and outpatients. The Cardiology nursing service extends to management of the Cardiothoracic Surgery wing at RAH and pre operative service.

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Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: