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## SA Health Job Pack

Job Title	Clinical Nurse (ACAT Assessor)
Eligibility	Open to Everyone
Job Number	763261
Applications Closing Date	30/7/2021
Region / Division	Limestone Coast Local Health Network
Health Service	Country Health Connect - Aged Care Assessment Team
Location	Mount Gambier
Classification	RN/M2C
Job Status	Temporary Part-time position working 19 hours per week up to 31/12/2021
Total Indicative Remuneration	\$88,984 - \$113,633 p.a. (Pro-rata)

## Contact Details

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## 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

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

# Immunisation

## **Risk Category A (direct contact with blood or body substances)**

*This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)*

## 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



## ROLE DESCRIPTION

<b>Role Title:</b>	<b>Clinical Nurse/Midwife – ACAT TEAM</b>
<b>Classification Code:</b>	Registered Nurse/Midwife Level 2 – RN/M2
<b>LHN/ HN/ SAAS/ DHA:</b>	Limestone Coast Local Health Network (LCLHN)
<b>Hospital/ Service/ Cluster</b>	Country Health Connect
<b>Division:</b>	Nursing
<b>Department/Section / Unit/ Ward:</b>	Aged Care Assessment Team
<b>Role reports to:</b>	RN/M Level 3, Nurse/Midwife Consultant
<b>Role Created/ Reviewed Date:</b>	Reviewed May 2020
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Clinical Nurse will undertake comprehensive assessments from a nursing perspective regarding the support and accommodation needs of the frail aged and disabled clients referred to the team, taking into consideration their family's/carer's needs. This will include service planning, liaison and referral of elderly people within the context of the Limestone Coast Aged Care Assessment Team.

The incumbent has the delegated authority to approve clients for Commonwealth funded residential care, residential respite care, Commonwealth funded community care or other Commonwealth funded programs as they become available. The incumbent will service the Limestone Coast Region and operate within the Commonwealth Department of Health and Wellbeing - Aged Care Assessment Program Guidelines.

Provide nursing and/or midwifery services in a variety of health service settings which has been consolidated by experience and/or further study with staff at this level developing from competent to proficient practitioners.

Work within the My Aged Care system

Accepts accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

The Clinical Nurse role at this level continues to be predominantly clinical in nature; however, employees are assigned appropriate portfolios. The allocation of portfolio responsibilities should be negotiated with each employee and be consistent with the career development plan for the employee as determined by their performance review/development plan.

### Direct Reports:

- > Registered Nurse / Midwife RN/M1
- > Student Nurses

**Key Relationships/ Interactions:**

Internal

The Clinical Nurse/Midwife:

- Maintains a close working relationship with the Associate and Nurse/Midwife Unit Manager.
- Maintains cooperative and productive working relationships within all members of the health care team
- Supports and works collaboratively with less experienced members of the team

External

- Maintains relationships with non-government organisations or other government organisations to meet the needs of the client group.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Keeping up to date with, implementing and monitoring evidence-based practice and quality management initiatives consistent with organisational policies
- > Dealing appropriately and relevantly with the older person, their families and carers, where there are multiple complexities diverse cultural backgrounds and expectations of clients
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.

**Delegations:**

- > NIL

**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, Directives, Determinations and Guidelines, 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.*
- *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia Policy Directive.*
- *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).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 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.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**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.

**Cultural Statement:**

Limestone Coast welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. LCLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**Special Conditions:**

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

- 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 Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- 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.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- Must hold a SA Drivers Licence

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> <li>• Provide proficient, person centred, clinical nursing/midwifery care and/or individual case management to patients/clients in a defined clinical area;</li> <li>• Monitoring patient/client care plans to ensure appropriate care outcomes are achieved on a daily basis;</li> <li>• Work within the Aged Care Assessment Program (ACAP) guidelines and in a multi-disciplinary primary health care setting, to assess clients, select and coordinate appropriate service delivery options.</li> <li>• Working with and promoting a consumer directed model of care.</li> <li>• Required to, within pre-determined guidelines, and in a multi-disciplinary primary health care setting, assess clients, select and implement different therapeutic interventions, and/or support programs and evaluate progress.</li> <li>• Ensure accurate and timely completion of documentation.</li> </ul>
Support of health service systems	<ul style="list-style-type: none"> <li>• Assists and supports the ACAT Coordinator and the Regional Manager of Community Nursing in management, clinical, and education activities;</li> <li>• Plan and coordinate services including those from other disciplines;</li> <li>• Act to resolve local and/or immediate nursing/midwifery care or service delivery problems;</li> <li>• Support change management processes.</li> <li>• Required to contribute to a wider or external team working on complex or organisation wide projects such as clinical protocols, guidelines and/or process mapping.</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Participate in clinical teaching, overseeing learning experience, and goal setting for students, new staff and staff with less experience;</li> <li>• Assist the ACAT Coordinator to maintain a learning culture by being a resource person, encouraging reflection and professional development, and assisting others to maintain portfolios/records of learning.</li> <li>• Required to participate in and/or provide clinical teaching and/or research.</li> <li>• May be required to undertake further study to obtain a qualification which supports the needs of the health unit.</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Participate in clinical auditing, clinical trials and/or evaluative research;</li> <li>• Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes;</li> <li>• Assist the ACAT coordinator to maintain and record monitoring and evaluative research activities in the ward/unit.</li> </ul>
Professional leadership	<ul style="list-style-type: none"> <li>• Promote continuity and consistency of care in collaboration with the ACAT coordinator and Limestone Coast ACAT Team.</li> <li>• Provide leadership in the provision of nursing/midwifery care within the ACAT team.</li> <li>• Act as a resource person within an area based on knowledge, experience and skills.</li> <li>• Required to undertake specific activity and/or portfolio responsibility.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Registered or eligible for registration 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 communication, problem solving, conflict resolution and negotiation skills.
- > Ability to work effectively within a multidisciplinary team.
- > Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.
- > Ability to be creative, innovative and flexible when approaching issues within the clinical setting
- > Ability to address the health needs of people in various aged groups and cultural backgrounds.
- > Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training in this manner.

#### **Experience**

- > Registered Nurse/Midwife with at least 3 years, full time equivalent, post registration experience.
- > Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.
- > Experience in the leadership and direction of student nurses, enrolled nurses and less experienced registered nurses
- > Demonstrated competence in Aged Care Nursing
- > Experience working with Aboriginal consumers.

#### **Knowledge**

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of Quality Improvement Systems as applied to a healthcare setting.
- > Knowledge of contemporary nursing/midwifery and health care issues.
- > General understanding of Aboriginal culture and a willingness to undertake further training in this area.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > Where applicable, post graduate qualifications relevant to ACAT or Aged Care practice setting.
- > Tertiary qualifications in nursing or human services related discipline.

#### **Personal Abilities/Aptitudes/Skills:**

- > Ability to work within a team framework that fosters an environment that develops staff potential.
- > Skills in using computers and software relevant to the area of practice.

#### **Experience**

- > Experience working in the Aged Care Sector
- > Experience in assessment of the older person
- > Demonstrated experience working with frail aged and disabled clients
- > Experience in working with clients with dementia
- > Experience with quality improvement activities.
- > Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.

#### **Knowledge**

- > Knowledge of the South Australian Public Health System.
- > Knowledge of contemporary professional nursing issues
- > Knowledge of My Aged Care



## 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 Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network, Yorke and Northern 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.

### Limestone Coast Local Health Network:

Residents within the Limestone Coast Local Health Network have access to a wide range of health care services. The Limestone Coast region covers a large geographical area which consists of the Upper and Lower South East, and extends all the way to the Victorian border.

Services provided within the South East region include accident and emergency, day and inpatient surgery, aboriginal health, obstetric services, community health and aged care services.

We have Health facilities located within Mount Gambier, Bordertown, Kingston, Millicent, Naracoorte and Penola. The links below can be used to navigate to detailed information on the different Hospital and Aged Care sites, as well as Country Health Connect.

The health units within the Limestone Coast LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

## 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

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.

### Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## 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 the role and organisational context and the values of SA Health as described within this document.

OFFICIAL

**Name:**

**Signature:**

**Date:**

OFFICIAL