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SA Health Job Pack

Job Title	Registered Nurse
Job Number	687387
Applications Closing Date	22/3/2019
Region / Division	Country Health SA Local Health Network
Health Service	iCCnet CHSA
Location	Mark Oliphant Building Bedford Park
Classification	RN/M1
Job Status	Temporary Part-time position working 19 hours per week up to 30/6/2019 over a 5 day roster
Indicative Total Remuneration*	\$73,815 - \$101,399 (Pro rata)

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 - **DHS**
- 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	Rosy Tirimacco
Phone number	7117 0610
Email address	rosy.tirimacco@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



ROLE DESCRIPTION

Role Title:	Registered Nurse
Classification Code:	Registered Nurse/Midwife Level 1 – RN/M1
LHN/ HN/ SAAS/ DHA:	Country Health SA Local Health Network
Hospital/ Service/ Cluster	Mark Oliphant Building Bedford Park
Division:	iCCnet CHSA
Department/Section / Unit/ Ward:	Clinical Planning
Role reports to:	Clinical Practice Consultant
Role Created/ Reviewed Date:	January 2019
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" 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 Registered Nurse will assist the provision of cardiac rehabilitation service to residents of country South Australia within a specified geographic area. Activities undertaken by the role will align with the broad aims and objectives of the GP Plus strategy to achieve the following:

- > Reduce emergency department presentations and hospital admissions for clients with chronic disease.
- > Reduce length of stay for patients with chronic disease admitted to country SA hospitals.
- > Reduce country patient's journey to access health services.
- > Facilitate the timely transfer of country residents from metropolitan health services to their community of residence.
- > Increase effective use of health services by vulnerable groups.

Direct Reports:

- > Reports to the Clinical Practice Consultant - Cardiac Rehabilitation.
- > Maintains close working relationship with CATCH program team members and all iCCnet staff.
- > Maintains cooperative and productive working relationships within all members of the health care team.

Key Relationships/ Interactions:

Internal

- > Maintains a close working relationship with the Clinical Practice Consultant.
- > Maintains cooperative and productive working relationships within all members of the iCCnet team.
- > Supports and works collaboratively with less experienced members of the team.

External

- > Key Stakeholders within SA Country Health.
- > Networks relating to this role.
- > Grant Funding Bodies

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Provide proficient clinical nursing/midwifery care and/or individual case management to patient/clients in a defined clinical area.
- > Assess patient/client's needs, plan, implement and coordinate appropriate individual service delivery options and communicating changes in condition and care.
- > Provide health education, counselling and/or therapeutic/rehabilitation programs to improve the health outcomes of individual patient/clients or groups.

Delegations:

- > None

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 2008 (SA)*, 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 / CHSALHN 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.

Cultural Statement:

CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CSHALHN 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

- > 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 Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI)
- > 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 working in Aged Care.
- > Prescribed Positions will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Provide direct nursing/midwifery care and/or individual case management to patient/clients of the CHSALHN cardiac rehabilitation service. > Assess individual patient/client needs, plan and implement or coordinate appropriate service delivery from a range of accepted options > Provide health education, counselling and/or therapeutic/rehabilitation programs to improve the health outcomes of individual patient/clients or groups. > Plan and coordinate services with other disciplines or agencies in providing individual's health care needs. > Contribute to patient/client safety, risk minimisation and safe work activities within the practice setting. > Practice as a Registered Nurse within a nursing model established to support patient/client centred care. > Contribute to procedures for effectively dealing with people exhibiting challenging behaviours.
Support of health setting services	<ul style="list-style-type: none"> > Participate in quality improvement activities that contribute to patient/client safety, risk minimisation and safe work activities within the practice setting. > Assists and supports the Clinical practice Consultant or equivalent in management, clinical, and education activities; > Plan and coordinate services including those from other disciplines; > Support change management processes.
Education	<ul style="list-style-type: none"> > Provide health promotion and education, to patients/clients or groups and carers to improve the health outcomes of individual. > Support nursing/midwifery practice and learning experiences for students undertaking clinical placements, orientation for new staff and preceptorship of graduates.
Research	<ul style="list-style-type: none"> > Participate in evaluative research activities within the practice setting. > Use foundation theoretical knowledge and evidenced based guidelines to achieve positive patient/client care outcomes.
Professional leadership	<ul style="list-style-type: none"> > Provide, with increasing capacity over time, support and guidance to newer or less experienced staff, Enrolled Nurses, student nurses and other workers providing basic nursing care. > Review decisions, assessments and recommendations from less experienced Registered Nurses/ Midwives and Enrolled Nurses and students.

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 skills including, 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 a healthcare setting.
- > Re Extensive knowledge of Microsoft computing packages including outlook, word, excel and PowerPoint.

Experience

- > Experience in the provision of cardiac rehabilitation to patients/clients following an acute cardiac episode.
- > Experience in the provision of nursing care to patients/clients with cardiac disease.
- > Experience in the provision of secondary prevention education using a health coaching approach.
- > Experience with quality improvement activities.

Knowledge

- > Knowledge and understanding of the role of the Registered General Nurse/Midwife within a healthcare setting
- > 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.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Where applicable, qualifications relevant to practice setting.
- > Tertiary qualifications in nursing, allied health 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 in the provision of cardiac rehabilitation to patients/clients following an acute.
- > Experience in the provision of nursing care to patients/clients with cardiac disease.
- > Experience in the provision of secondary prevention education using a health coaching approach
- > Experience with quality improvement activities

Knowledge

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

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.

Health Network/ Division/ Department:

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The Registered Nurse will assist the provision of cardiac rehabilitation service to residents of country South Australia. Provide direct nursing/midwifery care and/or individual case management to patient/clients of the CHSALHN cardiac rehabilitation service. Assess individual patient/client needs, plan and implement or coordinate appropriate service delivery from a range of accepted options.

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: