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## SA Health Job Pack

Job Title	MYH Nurse Consultant
Eligibility	Open to Everyone
Job Number	720412
Applications Closing Date	5/6/2020
Region / Division	Youth and Women's Safety and Wellbeing Division
Health Service	Women's and Children's Health Network
Location	Elizabeth
Classification	RNM3
Job Status	Full time temporary up to 19 Jan 2021
Total Indicative Remuneration	\$124,301 - \$131,635

## 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 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 - DHS
- National Police Check (vulnerable unsupervised)
- 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](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.](#)

## Contact Details

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**NOTE: Please refer to the accountability statement at the end of this document.**

## 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>	Nurse Consultant
<b>Classification Code:</b>	Registered Nurse Level 3
<b>LHN/ HN/ SAAS/ DHA:</b>	WCHN
<b>Hospital/ Service/ Cluster</b>	Community
<b>Division:</b>	Youth and Women's Safety and Wellbeing Division (YWSWD)
<b>Department/Section / Unit/ Ward:</b>	Metropolitan Youth Health (MYH)
<b>Role reports to:</b>	Manager Metropolitan Youth Health (line management) Executive Director Nursing and Midwifery (professionally)
<b>Role Created/ Reviewed Date:</b>	Reviewed February 2020
<b>Criminal History Clearance Requirements:</b>	Working with Children Check (issued by DHS) National Police Check – Vulnerable Unsupervised
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances)

## ROLE CONTEXT

### Primary Objective(s) of role:

Employees classified at this level provide clinical nursing expertise for young people who are clients of Metropolitan Youth Health with a focus on identified vulnerable groups. This position primarily supports the nursing service undertaken in the Adelaide Youth Training Centre (AYTC) and community health linkages. Employees at this level are also responsible and accountable for their own practice standards and activities they delegate to others including the provision of clinical leadership and training to students/trainees, new staff, staff with less experience and Aboriginal Health Care Workers.

Employees classified at this level are experts within their area and stream of practice and have a significant degree of autonomy and decision making.

Various practice models may be used to enact this role, including but not limited to:

- Providing direct nursing client centred care
- Providing clinical leadership to nurses within AYTC and the community
- Providing case management and nursing expertise in the care coordination of young people entering and exiting AYTC with a focus on supportive care in the community.

Employees in this role accept accountability for their nursing/midwifery practice, the outcomes of nursing/midwifery practices for the specific patient/client group, the professional advice given, delegations of care made and for addressing inconsistencies between practice and policy.

### Direct Reports:

- > Registered Nurses Level 2 within the AYTC service

**Key Relationships/ Interactions:**Internal

- > Maintains close collaborative working relationships with all level 3 and level 4 Nurses/Midwives
- > Operationally reports to the MYH Manager and works closely with the MYH North Team Leader
- > Professionally reports to the Executive Director Nursing and Midwifery
- > Provides support leadership and co-ordination of services to the site multidisciplinary team.
- > Member of a multi-disciplinary team and works closely with other professionals in MYH and the YWSWD and across the WCHN Region.
- > Membership of the MYH Operational Leadership and Management Team.

External

- > Non-government organisations or other government organisations/agencies
- > Works collaboratively with AYTC staff providing health care to young people as a visiting health service.
- > Involves young people (and their family /support people) in health care planning for improved health and wellbeing.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Working appropriately and in a culturally respectful way with young people where there are multiple complexities, diverse cultural backgrounds and significant vulnerability
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.
- > Working collaboratively within the multidisciplinary team and across organisational Divisions/sites and promotes communication processes to enable best patient/client outcomes.

**Delegations:**

- > As per WCHN delegation guidelines

**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:**

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 and Young People (Safety) Act 2017 (SA)* '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/WCHN/LHN/SAAS policies, procedures and standards
- > WCHN Clinical Governance and Consumer Engagement Framework and all requirements of the National Safety & Quality Health Service Standards (2nd Edition).
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > Accountable for contribution to the safety and quality of care delivered to WCHN consumers (refer to Accountability Statement below).

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.

**Special Conditions:**

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016), a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the Child Safety (Prohibited Persons) Act (2016), the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the Accountability Principles 2014 issued pursuant to the Aged Care Act 1997 (Cth).
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> <li>&gt; Integrate contemporary information and evidence with personal experience to support the decision making, innovative thinking and objective analysis that is expected at this level eg Expert clinical knowledge underpins and informs their ability to support, lead and/or provide expert clinical care to improve and optimise nursing/midwifery care.</li> <li>&gt; Provide direct, expert clinical nursing/midwifery care, select and implement different therapeutic interventions, provide individual case management to a defined population of patients/clients and evaluate progress.</li> <li>&gt; Contribute expert nursing/midwifery assessment and advice to local clinical teams to achieve integrated nursing/midwifery care within a risk management framework.</li> <li>&gt; Be required in a multidisciplinary primary health care setting to apply nursing/midwifery expertise to assess clients, select and implement different therapeutic interventions and/or support programs and evaluate patient/client progress.</li> <li>&gt; Effective discharge/release planning through the provision of education, equipment and referral to community based services.</li> <li>&gt; Uses consumer engagement strategies to build a partnership with young people to support shared decision making.</li> </ul>
Support of health service systems	<ul style="list-style-type: none"> <li>&gt; Use available information systems: to inform decision making, to implement and co-ordinate processes for quality improvement, to monitor and analyse incidents and accidents, to ensure quality and safety is not compromised, to evaluate outcomes and convey information to staff.</li> <li>&gt; Development of clinical and corporate procedures and lead the implementation, monitoring and review.</li> <li>&gt; Management of resources with due diligence.</li> <li>&gt; Implement and co-ordinate within span of control, processes for quality improvement and continuity within corporate risk management and nursing/midwifery professional practice frameworks.</li> <li>&gt; Identifying hazards, assessing risks implementing, monitoring and maintaining hazard control measures to ensure a safe work place. Appropriate escalation to AYTC as MYH is a visiting service.</li> <li>&gt; Maintain productive working relationships and manage conflict resolution.</li> <li>&gt; Provide clinical supervision to staff as required.</li> </ul>
Education	<ul style="list-style-type: none"> <li>&gt; Hold a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role.</li> <li>&gt; Ensure mechanisms are in place to support ongoing education where work and learning are integrated.</li> <li>&gt; Apply and share expert clinical knowledge to improve patient/client care outcomes.</li> <li>&gt; Contribute clinical expertise to learning environments, which may include individual/team capability development and/or post registration clinical teaching.</li> </ul>

Research	<ul style="list-style-type: none"> <li>&gt; Contribute specific expertise to monitor and evaluate research activities in order to improve nursing or midwifery practice and service delivery;</li> <li>&gt; Establishing, implementing and evaluating systems, which ensure best practice/evidence and patient/client outcomes;</li> <li>&gt; Applies evidenced based recommendations to improve practice and service function;</li> <li>&gt; Contribute to clinical practice research.</li> </ul>
Professional leadership	<ul style="list-style-type: none"> <li>&gt; Provides leadership and direction, acts a role model, mentor, consultant and resource person;</li> <li>&gt; Lead nursing/midwifery clinical practice within the professional practice framework established by the Director of Nursing/Midwifery and/or lead a multidisciplinary team;</li> <li>&gt; Contribute to the redesign of care and treatment practices.</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 leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation skills.
- > Ability to work effectively within a multidisciplinary team and coordinate services.
- > Ability to prioritise workload and meet set timelines.
- > Proven ability for flexibility, innovation and creativity with in the whole of service setting.
- > Demonstrated ability in the leadership and facilitation of change management.
- > Demonstrated ability in leading and promoting consumer engagement initiatives and shared decision making
- > Understands and uses a trauma-informed care approach

### **Experience**

- > Registered Nurse and or Midwife with at least 3 years post registration experience.
- > Demonstrated competence in the relevant area of nursing practice and in accordance with relevant standards.
- > Experience in the supervision of students, less experienced registered nurses and Aboriginal Health Care Workers.

### **Knowledge**

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards
- > Knowledge of Australian National Safety and Quality and Safety Health Service Standards
- > Knowledge of contemporary professional nursing and or midwifery and health care issues.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Qualifications relevant to practice setting e.g. sexual health, mental health, adolescent health.

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

- > Skills in using computers and software relevant to the area of practice.
- > Ability to undertake presentations to community and professional groups.

### **Experience**

- > Demonstrated experience working with vulnerable young people (e.g. Aboriginal, Guardianship of the Chief Executive, Cultural and Linguistically Diverse and with Disability)
- > Experience with quality improvement methodologies for clinical activities

### **Knowledge**

- > 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 Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

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

### 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:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages , within its identified resources, health services for children, young people and women, including:

- > Specialist hospital services
- > Primary health care and population health programs
- > Integrated community care service
- > Services to address the health and wellbeing of particular populations, including Aboriginal Health programs
- > Education and training programs
- > Research

## 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.

### Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

### 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:**

# Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

### Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

### Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

### Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

### Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

### Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

### WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

### Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

### Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

# Strategic Management Plan 2018-2020

Our Purpose: Improving the health and wellbeing of our community

## Lead

Imagining the future

- Care for our staff so that we can care for our community
- Continue to strengthen person and family centred care
- Enable an innovative and productive culture to ensure we are delivering excellent care
- Ensure women, youth and children's safety
- Improve health outcomes for Aboriginal women, children and families
- Improve wellbeing and resilience of our young people
- Plan for the new Women's and Children's Hospital
- Work towards embedding a focus on the first 1000 days of life

## Partner

Together we do better

Build a caring, innovative, productive and safe workplace culture that enables an engaged, skilled workforce

Create a climate to foster research excellence and translation into practice

Embed collaboration, teamwork and partnership to lead quality service delivery for a range of complex needs

Encourage consumer and community engagement at all levels

Envision what excellence in care and continuous learning means

## Deliver

Improving the experience

### Key goals

Achieve ongoing accreditation under the National Safety and Quality Health Service Standards

Capitalise on service delivery benefits of modernised ICT infrastructure

Deliver greater efficiencies across outpatient services

Develop resourceful strategies for sustainment of current WCH site

Ensure that all of our services are financially sustainable

Implement recommendations from the Child Protection Systems Royal Commission

Implement successful CAMHS and CaFHS service model improvements



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SA Health