

# Applicant Checklist – Employment Screening & Special Conditions Requirements

## Barossa Hills Fleurieu LHN



### What Screening is Required and Why

Thank you for considering the Barossa Hills Fleurieu Local Health Network as your employer of choice.

This Checklist is designed to help you with your application and understand what you need to apply, and what can be provided after you have made your application. The below checklist provides general guidance on what you need to submit as part of your application and what you will need to have to be offered/commence in the role.

Whilst we acknowledge there is quite a few requirements to be met for employment at BHFLHN, I am sure you appreciate the importance of maintaining high standards of care to keep our staff and consumers safe.

Document/ Information	Do I need this to apply?	When should I submit?
<b>Application Letter</b>	Yes <input type="checkbox"/>	You will be asked to upload this in the application - you will not be able to submit your application without it.
<b>Curriculum Vitae</b>	Yes <input type="checkbox"/>	You will be asked to upload this in the application - you will not be able to submit your application without it.
<b>Clearances</b> <ul style="list-style-type: none"> <li>• Working With Children Check (WWCC)</li> <li>• Nationally Coordinated Criminal History Clearance</li> </ul>	No ×  Yes	<p>This role will include specific clearances, and you will not be offered a role without having current clearances. If you require a WWCC (DHS Working with Children Check) then you must apply via the <a href="#">Department of Human Services</a> website.</p> <p>If the role requires an NCCHC (Nationally Coordinated Criminal History Clearance - formerly NPC) it must be provided and cannot be less than 12 months old. A list of Organisations that are approved to process a NCCHC is available at: <a href="https://www.acic.gov.au/services/national-police-checking-service/find-out-more-information/accredited-bodies">https://www.acic.gov.au/services/national-police-checking-service/find-out-more-information/accredited-bodies</a></p> <p>If you are an international applicant, and you have lived in countries for periods more than 12 months within the last 10 years since turning 18 you will require a <a href="#">Fit2Work International Clearance</a> for each country. You are encouraged to action this immediately as it is likely to take some time.</p>
<b>Can I upload details later?</b>		

		You will be asked to submit this prior to an offer being made.
<b>Driver's Licence or other Forms of ID</b>	No ×	You do not have to upload a copy of your Driver's licence or Birth Certificate. You may however be asked to show your original documents at some stage later in the process if required. For example, there are some roles that require you to have a valid Driver's Licence to perform the duties of the role. The Selection Chairperson will advise you of any requirements.
<b>Be fully immunised.</b>	No ×	The role description will advise the immunisation category which in turn determines what immunisation you require.
<b>Can I upload details later?</b>	Yes	Please go to the Immunisation Checklist attached in the Job Advert to see the details. Also speak to the Selection Chairperson who will advise you what you require. Obtaining vaccinations can take time so please action early as this can delay commencement.
<b>AHPRA Registration</b>	No ×	Most health professionals are required to be registered by APHRA or a professional association to enable engagement in the role. To apply for the role, you do not necessarily have to hold this registration, but you will need this before being offered and commencing the role.
<b>Can I upload details later?</b>	Yes	You may be asked in the application to upload your registration details, but this is not mandatory at that point. You may also be asked when you will likely to be registered and you will be required to provide an indicative date of registration.
<b>Evidence of Essential Qualifications</b>	No ×	The Essential Requirements outlined in the Role Description will identify what qualifications you need to perform this role. In most cases you will not have to upload when applying.
<b>Can I upload details later?</b>	Yes	You will, however, need to show evidence of your qualifications at some stage in the selection process, the Selection Chairperson will let you know when it will be required.
<b>Referee Checks</b>	Yes □	When completing your application, you will be prompted to nominate two referees, at least one referee must be a current or recent line manager. They must ALL be professional referees. You will also be asked to select whether we can contact your referees immediately or not, please ensure you complete this.

## Updating your Application after Submission

"Can I upload details later" means that you can go back into your application and upload or add information after you have submitted your application, and as you progress with completion of checks and other documentation or to update referees if required. You can do this via the dashboard on the PageUp Jobs Board (where you originally applied) by logging into your account and following the instructions provided.

## How to work out what you need.

A condition of being offered and accepting work across the Public Sector, including roles within SA Health is that you undertake appropriate screening or verify certain qualifications or registrations you hold. These are often necessary to perform the duties of the role and may relate to legislation outside

of general employment conditions. For example, if you perform duties under the provisions of the Aged Care Act, then you are required to hold certain screening to enable you to perform that role.

This is what you should be looking for to determine what is required. Please Note: YOU DON'T Always need to hold all to apply



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## ROLE DESCRIPTION

<b>Role Title</b>	Cardiac Rehabilitation Clinical Nurse/Midwife
<b>Classification Code</b>	Registered Nurse/Midwife Level 2 – RN/M2C
<b>Position Number</b>	TBA
<b>Local Health Network</b>	Barossa Hills Fleurieu Local Health Network Inc (BHFLHN)
<b>Hospital / Service / Cluster</b>	Country Health Connect
<b>Department/Section / Unit/ Ward</b>	Community Nursing Directorate
<b>Role reports to</b>	Nurse Unit Manager Community - Barossa
<b>Role Created/ Reviewed Date</b>	November 2023
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening <a href="#">Please click here for further information on these requirements</a>
<b>Immunisation Risk Category</b>	Category A (Direct Contact with blood or body substances) <a href="#">Please click here for further information on these requirements</a>

Health care Workers (HCW's) and those working within or accessing health care sites have an increased risk of acquiring some vaccine preventable diseases and transmitting these diseases to other HCW's, employees, patients, family members and visitors. SA Health has a duty of care and a responsibility under the Worker Health and Safety Act (SA) 2012 to minimise the transmission of vaccine preventable diseases in the workplace. SA Health roles generally fall into two categories Category A or B. You will also find this on the role description here.

We have provided you with an Immunisation Checklist and the forms within the application process, so please ensure you review this information. Once again, you do not need to hold these immunisations to apply, however you will need them to commence employment. They can take some time to obtain, so it is important to action early if you can.

### Special Conditions or Essential Criteria:

Some matters referred to above may be outlined in the special conditions or essential requirements of the role on offer. It is important that you check these areas of the Role Description and ensure you can meet these conditions. If you cannot, please do not apply.

The below provides an example of a Nursing & Midwifery Role qualifications for reference:

### 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.

### Need more information?

Please contact the enquiries person of the advertised role for further information or clarification.



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