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## SA Health Job Pack

Job Title	CALHN Integrated Care RN casual pool
Eligibility	Open to Everyone
Job Number	719764
Applications Closing Date	10/4/2020
Region / Division	Central Adelaide Local Health Network
Health Service	Integrated Care
Location	Sefton Park
Classification	RN1
Job Status	Casual
Salary	\$32.55 - \$44.41 per hour plus 25% casual loading

## 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>	Registered Nurse – Integrated care Casual Pool		
<b>Classification Code:</b>	RN1	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Integrated Care		
<b>Division:</b>	Integrated Care		
<b>Department/Section / Unit/ Ward:</b>	Intermediate care (ICS), Hospital In The Home (HITH), Refugee health Service (RHS), O'Brien St Practice		
<b>Role reports to:</b>	Nurse Unit Manager- RHS/ICS/HITH		
<b>Role Created/ Reviewed Date:</b>	December 2019		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
<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 ( <i>minimal patient contact</i> )		

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<p>The Registered Nurse Casual Pool will work within CALHN Integrated and will work collaboratively within a multidisciplinary team.</p> <p>The RN will be required to work in clinic and community settings, and/or in CALHN acute and sub-acute sites.</p> <p>This position will form a part of the Integrated Care Teams to provide culturally appropriate clinical intervention and assessments, with a focus on hospital avoidance and hospital substitution. The RN will be required to work across sites within Integrated Care as required dependant on clinical need. The RN casual pool will work across, Hospital in the home, The Refugee Health Service, O'Brien Street Practice and Hospital Avoidance Supported Discharge Service including the Outreach Team.</p> <p>The role will have a specific focus on clients with complex health needs providing an acute and sub-acute health response supporting hospital avoidance and reduced length of stay in the acute sector.</p> <p>It also involves working collaboratively with Government and Non-Government organisations to respond to vulnerable people with complex needs who require a coordinated and integrated service response.</p>

Employees working within this level develop from novice practitioners to a proficient level of professional practice. They consolidate knowledge and skills and develop in capability through continuous professional development and experience. An employee at this level accepts accountability for his or her own standards of nursing/midwifery care and for activities delegated to others.

**Key Relationships/ Interactions:**

- Internal
- Reports to Nurse Unit Manager at relevant site and is responsible to the Divisional Director RN5, Integrated Care.
  - Is responsible for the management of own work practice on a day to day basis
  - Maintains cooperative and productive working relationships with all members of the health care team
  - Supports and works collaboratively with less experienced members of the health care team and provides supervision of students and Enrolled Nurses.
  - Works collaboratively with other members of the integrated care multidisciplinary team within CALHN Integrated Care including HITH, RHS, O'Brien Street Practice, and Intermediate care Hospital Avoidance Service.
- External
- Collaborates with staff of relevant external services to foster collaborative service delivery
  - Consults with relevant CALHN internal and community clinicians to problem solve and ensure suitable health care access for clients

**Challenges associated with Role:**

- Major challenges currently associated with the role include:
- Understanding the requirements of this position in meeting CALHN integrated care service objectives and broader health outcomes
  - Keeping professionally up to date with relevant research, technological advances and models of care.
  - Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.
  - Understanding and respect diversity in culture, gender, social backgrounds and race within the workplace and in the broader community
  - Understanding the needs of the vulnerable client groups, particularly those who are homeless, have a disability or from culturally diverse backgrounds, often with concurrent comorbid medical and mental health needs and a history of physical or emotional trauma.
  - Understanding the challenges and importance of risk assessment when working in an outreach capacity in an unpredictable setting
  - Ability to adapt and embrace change while working respectfully within a multidisciplinary team

**Delegations:**

**Delegated Level** in accordance with CALHN's Delegation of Authority Document

**Staff supervised: N/A**

Direct

Indirect

**Special Conditions:**

- 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 'child-related' employment screening through the Screening and Licensing Unit, Department for Human Services.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under *the Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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.
- Must have a current unrestricted Drivers License.

## General Requirements:

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.

## 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.

## 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 Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

#### **Resilience:**

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

## 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 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>• Required to, within pre-determined guidelines, and in a multi-disciplinary Integrated care setting, assess clients, select and implement different therapeutic interventions, and/or support programs and evaluate progress.</li> <li>• Be required, within pre-determined guidelines, and in a multi-disciplinary intermediate care setting, to assess clients, select and implement different therapeutic interventions and/or support programs and evaluate client progress</li> </ul>
Support of health service systems	<ul style="list-style-type: none"> <li>• Assists and supports the Nurse/Midwife Unit Manager or equivalent in management, clinical, and education activities;</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, for students, new staff and staff with less experience;</li> <li>• Assist the Nurse Unit Manager and Nurse/ Educators to maintain a learning culture by being a resource person, encouraging reflection and professional development,</li> <li>• Required to participate in clinical teaching and/or research.</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 Nurse/Midwife Unit Manager or equivalent 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 Nurse Unit Manager or equivalent of the service;</li> <li>• Act as a resource person within an area based on knowledge, experience and skills.</li> <li>• Assisting the NUM in:               <ul style="list-style-type: none"> <li>• the provision of protocol based management to patients receiving hospital treatment in the home/community/clinic setting</li> <li>• maintaining data on patients managed in the Integrated care service to report to the Organisation</li> </ul> </li> <li>• Maintaining guidelines and protocols for home/community/clinic based care.</li> <li>• promoting continuity and consistency of care through the continuum supporting and promoting early discharge from hospital</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 written and verbal communication (including IT literacy – Computer skills, word processing and email), problem solving, conflict resolution and negotiation skills within a Multidisciplinary team.
- Demonstrated ability to adapt to changing environments, motivate staff and contribute positively in a team environment
- Demonstrate ability to be self-directed, undertake autonomous clinical roles, and work under carrying workload demands, while maintaining accurate records, assessing and analyse problems, formulating suitable solutions, set and achieve objectives
- Ability to manage time effectively prioritises workload and meet deadlines, whilst working under minimal supervision.
- Being creative, innovative and flexible to meet the changing needs of client groups and in approaching issues within the acute, sub-acute and community setting.
- Skills in comprehensive clinical assessment and clinical intervention relevant to the role
- Accredited to cannulate and obtain venous samples

#### **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
- Experience in discharge planning for complex patient groups

#### **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 and Intermediate care setting.
- Knowledge of contemporary nursing/midwifery and health care issues.

### **DESIRABLE CHARACTERISTICS**

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

- Post registration qualification in Primary Health Care/sub-acute/community Nursing
- Immunisation Provider – undertaken accredited Immunisation training.

**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.
- Skills in comprehensive clinical assessment and clinical intervention relevant to the role including immunisation
- Ability to use Sunrise

**Experience**

- Experience with quality improvement activities.
- Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.
- Experience working with vulnerable groups with complex needs within a mental health, Drug and Alcohol and/or disability context

**Knowledge**

- Knowledge of the South Australian Public Health System.
- Knowledge of complex physical and mental health issues and the connection to vulnerable groups including those with a disability, from refugee and asylum seeking background, or are homeless
- Knowledge of contemporary professional nursing issues.
- Knowledge of the considerations and complexities of working with clients from refugee and asylum seeking background and clients of Aboriginal and Torres Strait Islander descent

## 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 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., Country Health SA 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.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonatLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

**Division/ Department:**

Integrated Care

Integrated Care develops implements and maintains pathways and partnerships within CALHN and CALHN community services to provide a cohesive and comprehensive client health journey that aims to meet whole of health needs resulting in reduces length of stay within acute hospitals and reduced presentations to the acute sector. This service provides direct clinical intervention and specialist clinical services and provides expert advice to clinicians within CALHN services and the CALHN community.

Integrated Care is supported by Hospital in the Home and Intermediate care services with care focusing on hospital avoidance, Outpatient and Emergency Department avoidance and supporting early discharge for those whose care needs can be met safely in the community setting.

Hospital in the Home is a hospital substitution service that provides inpatient nursing care within the client's home.

Intermediate Care also provides care to vulnerable population groups with complex health issues, providing acute/sub-acute clinical intervention and support and education to improve their capacity to manage the condition/s, prevent complications, and improve their overall health. It also provides early intervention services that support people to be good self-managers of their health, so as to maintain good health and wellbeing, and to prevent future complications and possible ED admissions.

The delivery of flexible services and models of care that meet the needs of local population group include site based services, outreach services, In-reach into CALHN sites.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### 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:** \_\_\_\_\_

## Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	06/01/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	07/01/2019		<p>Statement regarding Financial recovery plan added to Organisational context for CALHN</p> <p>White Ribbon statement included</p> <p>Cultural Commitment statement included</p> <p>Child protection legislation "<i>Children and Young People (Safety) Act 2017</i>" updated under Special Conditions</p> <p>Link to HR Delegations and Financial Delegations included under Delegations</p> <p>Statement regarding South Australian Charter of Health Care Rights included under General Requirements</p> <p>Minor formatting with order of information amended.</p>