Southern Adelaide Local Health Network

Registered Nurse/Midwife
Role Description

Position	Registered Nurse
Classification	Registered Nurse Level 1 – RN/M1
Division	SAPOM
Department / Section / Unit / Ward	Endoscopy
Role reports to	Operationally: > Endoscopy Nurse Unit Manager Professionally: > Endoscopy Nurse Unit Manager
CHRIS 21 Position Number M54630	**Role Created / Review Date** 24/01/2020
Criminal History Clearance Requirements ☐ Aged (NPC) ☒ Child - Prescribed (Working with Children Check) ☒ Vulnerable (NPC) ☐ General Probity (NPC)	**Immunisation Risk Category** Category A (direct contact with blood or body substances

JOB SPECIFICATION

Primary Objective(s) of role:

Employees classified at this level provide nursing services in health service settings. 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 care and for activities delegated to others.

Direct Reports: (List positions reporting directly to this position)

> Nil

Key Relationships / Interactions:

Internal:

> Provides supervision of students, Assistants in Nursing and Enrolled Nurses
> Maintains cooperative and productive working relationships with all members of the heath care 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:

> Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies.
> Working with patients and their families where there are multiple complexities and diverse cultural backgrounds.
> Recognising and responding to clinical deterioration or other incidents and escalating appropriately.

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience

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

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN 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, Procedures and legislative requirements including but not limited to:

- National Safety and Quality Health Care Service Standards.
- *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 in the Immunisation 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'.
- *Public Interest Disclosure Act 2018*.
- Disability Discrimination.
- Information Privacy Principles.
- 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.

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.

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 Background Screening and National Criminal History Clearance.
- Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- Working with Children Clearance must be renewed every five (5) years.
- 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- 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 2008* 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.
- The incumbent will be required to participate in a 24/7 on-call roster as part of the Endoscopy nursing team.

Key Result Areas and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	> Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. > Assess individual patient/client needs, plan, implement and/or coordinate appropriate service delivery from a range of accepted options including other disciplines or agencies. > Provide direct person centred nursing care and/or individual case management to patients/clients on a shift by shift basis in a defined clinical area with increasing autonomy over time. > Plan and coordinate services with other disciplines or agencies in providing individual health care needs
Support of health setting services	> Participate in quality improvement activities that contribute to patient/client safety, risk minimisation and safe work activities within the practice setting. > Provide ward/team leader/coordination as required on a shift by shift basis. (A team leader is a RN assigned responsibility for supporting staff and coordinating patient/client care). > Contribute to procedures for effectively dealing with people exhibiting challenging behaviours.
Education	> 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	> Participate in evaluative research activities within the practice setting. > Use foundation theoretical knowledge and evidenced based guidelines to achieve positive patient/client care outcomes. > Demonstrates a sound knowledge of Continuous Quality Improvement principles and actively participates in Continuous Quality Improvement projects.
Professional leadership	> 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 and Enrolled Nurses and students.
Contribution to effective operation of unit	> Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Registered or eligible for registration as a Nurse by 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.
- Ability to be, creative, innovative and flexible when approaching issues within a healthcare setting.
- Demonstrated commitment to providing consumer/client and family centred care.
- Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.

Experience

- Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- Awareness of National Safety and Quality Health Service Standards.
- Understanding of Delegated Safety Roles and Responsibilities.
- Understanding of Work Health Safety principles and procedures.
- Understanding of Quality Management principles and procedures.
- Awareness of person and family centred care principles and consumer engagement principles and procedures.
- 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.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Ability to use technology and computer skills

Experience

- Proven experience in basic computing skills, including email and word processing.
- Experience in quality improvement activities e.g. the development and/or implementation of clinical standards, practice guidelines, protocols/audits and quality indicators.
- Demonstrated competence in Endoscopy nursing practice in accordance with the relevant standards

Knowledge

- Awareness of the Charter of Health and Community Services rights.

Educational/Vocational Qualifications

- Qualifications relevant to Endoscopy Unit Nursing Specialty.

Other Details

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.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

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.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- Flinders Medical Centre
- Noarlunga Hospital
- GP Plus Health Care Centres and Super Clinics
- Mental Health Services
- Sub-acute services, including Repat Health Precinct
- Jamie Larcombe Centre
- Aboriginal Family Clinics

OUR MISSION

To build a thriving community by consistently delivering reliable and respectful health care for, and with, all members of our community.

OUR PURPOSE

> We will care for you every step of the way.
> We will extend our focus to address the social determinants of health during the first 1,000 days and the last 1,000 days of a vulnerable person's life.
> We will partner with community and non-government care providers so that all members of our community can access care and live meaningful lives.

OPERATING PRINCIPLE

To listen, act, make better, together.

OUR ENABLING STRATEGIES

> Strategic alignment
> Continuous improvement culture
> Integrated management system

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; it sets out the **South Australian Public Sector Values** as:

> **Service** – We proudly serve the community and Government of South Australia.
> **Professionalism** – We strive for excellence.
> **Trust** – We have confidence in the ability of others.
> **Respect** – We value every individual.
> **Collaboration & engagement** – We create solutions together.
> **Honesty & integrity** – We act truthfully, consistently, and fairly.
> **Courage & tenacity** – We never give up.
> **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Acknowledgement

Role Acceptance

- I have read and understand the responsibilities associated with the Endoscopy Unit Registered Nurse in the Division of Surgery and Perioperative Medicine and organisational context and the values of SA Health as described within this document.

Name

Signature

Date