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SA Health Job Pack

Job Title	Rehabilitation Clinician
Job Number	633162
Applications Closing Date	30/3/18
Region / Division	Central Adelaide Local Health Network
Health Service	Mental Health
Location	Tranmere
Classification	AHP-2 / RN-2
Job Status	Full-time temporary up to 3/12/18
Indicative Total Remuneration*	AHP-2 \$86,052/\$99,495 RN-2 \$85,595/\$109,183

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:

- X Child Related Employment Screening - **DCSI**
- X Vulnerable Person-Related Employment Screening - **NPC**
- X Aged Care Sector Employment Screening - **NPC**
- X 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	Ava Leitner
Phone number	7425 5555
Email address	Ava.leitner@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:	Psychosocial Rehabilitation Clinician
Classification Code:	AHP2
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)
Site/Directorate	Mental Health
Division:	The Eastern Clinical Psychosocial Rehabilitation Program
Department/Section / Unit/ Ward:	MOO162
Role reports to:	Team Leader
Role Created/ Reviewed Date:	March 2004, Reviewed 22/11/14, Reviewed 9/11/2016

ROLE CONTEXT

Primary Objective(s) of role:

- Co-ordination of day to day psychosocial rehabilitative program administrative and clinical activities in conjunction with the other team members
- Contribute to the planning, evaluation and implementation of the clinical psychosocial rehabilitation program
- Delivering a range of clinical activities including psychosocial and therapeutic groups, individual care planning and clinical reviews in consultation with the multi-D team and program participants whilst taking a lead in an identified clinical portfolio area.

Direct Reports:

- OT AHP1
- Peer Specialist as needed in conjunction with SW AHP2 in absence of Team Leader

Key Relationships/ Interactions:

Internal

- The role provides shared co-ordination of day to day program activities directly working with the SW AHP2 and Team Leader to determine designated areas of responsibility
- Developing ongoing collaborative working relationships with other teams with MH directorate
- Knowledge of finance administrative systems and persons in order to manage the administrative tasks of requisition and petty cash flow

External

- Working in consultation and partnership with other agencies and significant people in the lives of program participants in order to ensure best outcomes for individuals. This requires a working knowledge of broader MH systems and skills in networking and advocating.
- Liaison with Norwood Payneham St Peters Council re matters relating to building

Challenges associated with Role:

- The position requires a high degree of flexibility and time management skills on order to best manage the diversity of role responsibilities in a timely manner
- The position has shared responsibility for clinical and administrative decisions in the absence of the Team Leader which requires the ability and confidence to act quickly as needed. There are times when this may be the most senior staff on site.
- The position is within a small team which has responsibility to manage site, program and individual program participants. It is off site in a community setting with no administrative or other support staff. At times this can be isolating and the range of tasks broader than other MH settings. Skills in self-management, initiation and networking are essential to maintain well-being in the role and a willingness to take on what is needed i.e. putting bins out, collecting mail

Delegations:

- **Staff supervised:** May be required to provide direct and indirect day to day operational supervision as needed in absence of Team Leader in conjunction with SW AHP2
- **Budget:** N/A
Salaries and wages: \$
Goods and services: \$
- **Delegations** N/A
HR Delegation Level #
Procurement Delegation Level # (\$ #)
Financial Delegation Level # (\$ #)

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.

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.

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 (WHS).
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- Disability Discrimination.
- 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.
- Maintain confidentiality regarding any information regarding client/patient, personal staff information, human resource and financial information and information of strategic importance to SA Health and Central Adelaide LHN.
- 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.

Managers and staff are required to contribute to the safety and quality management system and continuous improvement by:

- participating in Strategic, Divisional and Team planning activities as required
- complying with standards of practice
- aiming to continuously improve the quality of work practices and services
- participating in the evaluation of work practices and services
- participating in the accreditation process as relevant to the position

Special Conditions:

- Allied Health Professionals are required to be credentialed in accordance with SA Health's credentialing framework for Allied Health Professionals
- Will be required to work 75 hours per fortnight over a 5 day roster.
- Some out of hours work may be required.
- Must have a current driver's license and be willing to drive.
- May be required to travel between locations and work within consumer and carer environments.
- May be required to undertake a health assessment prior to commencement.
- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to 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
Contribute to the effective coordination of day to day program, site, administrative and staffing in collaboration with team leader and AHP2 SW	<ul style="list-style-type: none"> • Contribute to the overall program, site, clinical and administrative coordination responsibilities to ensure effective service delivery • In the absence of the Team Leader work in collaboration with the SW AHP2 in line with program objectives to make decisions ensuring the above • Take leadership in designated areas of responsibility to ensure best practice outcomes
Ensure effective delivery of psychosocial groups program:	<ul style="list-style-type: none"> • The development, implementation and evaluation of groups that address the identified clinical psychosocial rehabilitation needs of consumers and promoting an environment where consumers can acquire a range of social and daily living skills • Ensuring an environment is created that promotes the involvement of consumers and carers where appropriate, in service planning, implementation, evaluation and management • Ensuring opportunities are offered to consumers and carers to be involved with program planning and evaluation • Consulting with relevant staff, to facilitate community development projects based on partnerships with consumers and relevant community organisations • Building networks and developing strategies with community organisations to foster collaborative provision of clinical psychosocial rehabilitation programs that are relevant, and by addressing consumer needs and promoting community integration; • Providing group program documentation, demonstrating aims and objectives, and identifying needs, strategies and evaluation plans • Ensuring development of strategies and/or materials that promote awareness of programs and communicating effectively with consumers, relevant community services as well as the clinical team.
Maintain clinical responsibilities by:	<ul style="list-style-type: none"> • Ensuring goal setting and development of rehabilitation plans with consumers participating in the Clinical Psychosocial Rehabilitation programs • Ensuring management of clinical requirements of consumers participating in groups, e.g. management of clinical issues if they occur, providing support and oversight for program staff regarding clinical management • Providing clinical expertise to assist the team in the management of consumers with complex needs • Ensuring clinical records reflect client participation and progress and are kept up to date • Managing own clinical case load which will include undertaking psychosocial assessments, mental state examinations, risk assessments, clinical reviews, working collaboratively with consumers to update their care plan and the collection of the HoNOS, LSP, K10 on a regular basis • Maintaining statistics as required by the service • Ensuring services are delivered in a culturally sensitive manner

<p>Participate in continuous quality improvement programs and activities, linked to the organisation's strategic and corporate directions and targets by:</p>	<ul style="list-style-type: none"> • Maintaining accurate clinical documents • Providing required statistical information within prescribed time frame. • Being involved in continuous quality improvement and other relevant research and evaluation activities to evaluate intervention outcomes, and promote service development and quality improvement • Assisting in developing and establishing key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program • Participating in policy development and review • Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.
<p>Promote cooperation, teamwork and consumer involvement by:</p>	<ul style="list-style-type: none"> • Developing and maintaining collaborative relationships within the multidisciplinary team to ensure effective care • Coordinating projects and programs as delegated by the Team Leader. • Participating in handovers, clinical reviews and consumer management processes • Providing discipline specific expertise to assist in planning consumer programs • Delivering non-discriminatory treatment and support that is sensitive to the social and cultural values of the consumer, the consumer's family and carers and the community • Participating in communication forums with staff, consumers, their families and carers • Being aware of own communication style and behaviours and modifying these to achieve positive outcomes and relationships • Providing honest and sensitive feedback, whilst being receptive to and encouraging constructive critical feedback • Participating in the review of team aims, objectives and policies and contribute towards their achievement • Participating in and providing staff development sessions.
<p>Contribute to the achievement of professional expertise within the discipline through the maintenance of ongoing personal professional development/continuing education by:</p>	<ul style="list-style-type: none"> • Managing own professional development activities and portfolio, supporting the development of others and contributing to learning in the work area • Promoting principled, ethical and values-based approaches to all aspects of professional practice. • Providing and modelling the delivery of recovery practice to address consumer issues • Actively participating in professional supervision, consistent with disciplinary and SA Health standards. • Reflecting critically on own professional practice • Provide support, supervision and training to students and staff. • Participating as a member of the profession's disciplinary group.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

For Social Workers: Appropriate degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers.

For Occupational Therapists: Appropriate degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of Australia.

For Clinical Psychologists: Appropriate degree or equivalent qualification which entitles registration with the Psychology Board of Australia.

Personal Abilities/Aptitudes/Skills:

- Ability to coordinate, implement and evaluate a range of clinical psychosocial education/therapeutic groups in response to identified need, program need to assist individuals to achieve their identified goals
- Ability to work collaboratively with consumers, carers, other agencies and community services to develop care plans and co-ordinate comprehensive service provision for consumers who have enduring and complex needs.
- Demonstrated commitment to a philosophy of consumer participation and empowerment as well as an ability to promote this.
- Ability to understand and work with the value systems and linguistic and cultural differences of people from diverse backgrounds
- Ability to work cohesively within and contribute to the development of the multi-disciplinary team.
- Ability to effectively communicate in written and verbal form, with individuals and groups.
- Ability to work with a high level of autonomy without direct supervision and exercise professional judgement in decision-making and clinical practice

Experience

- Experience in development, implementation, coordination and evaluation of recovery based group programs.
- Comprehensive clinical experience working with people with complex mental health issues, developing mental health care plans, undertaking assessments, meeting KPI's, bio-psychosocial assessment within a mental health setting
- Experience in the use of a range of therapeutic skills including counselling, individual and group work, crisis intervention and brief therapy.

Knowledge

- Knowledge of principles and processes which support recovery from the consequences of mental illness.
- Knowledge of group processes and models of group intervention, and contemporary approaches to rehabilitation.
- Familiarity with aspects of medication and management including knowledge of relevant medications, indications, common dosages, side-effects, special precautions, drugs of abuse.
- Knowledge of quality assurance systems and mechanisms, Work Health & Safety policies and procedures and their application in the workplace, and EEO.
- General knowledge of relevant legislation including the South Australian Mental Health Act and the Guardianship and Administration Act.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

Personal Abilities/Aptitudes/Skills:

- Evidence of advanced skills in a specialised area of mental health care.

Experience

- Experience in community development, health promotion and community education relating to mental health issues within the community.
- Experience in initiating and facilitating consumer participation programs.
- Experience in staff supervision and facilitation of staff development.

Knowledge

- Knowledge of rehabilitation and recovery group work models i.e. The Skills Based Recovery Group Work Model (K Helbig, 2006).
- Knowledge of community resources, formal and informal, relevant to mental health.
- Knowledge of evaluation methodologies, accreditation and quality assurance mechanisms.

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.

Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, Breast Screen SA and Donate Life SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the clients 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.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	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
Professionalism:	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:

Title Position: Clinical Nurse	Organisation: Department of Health & Ageing
	Division: Central Adelaide Local Health Network
Classification Code: RN Level 2	Sector: Central Mental Health
Discipline Code:	Unit:
Type of Appointment:	
o Ongoing	Position Number:M47588
x Temporary	

Job & Person Specification Approval

All excluding senior positions:

Approved by CE or delegate _____ 28/8/2013

A Scarborough, Director of Nursing Mental Health

PREAMBLE

Underpinning the Department of Health and Ageing Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. *(Please refer to the back of this document).*

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and employees who have a disability) can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

JOB SPECIFICATION

Summary of the broad purpose of the position in relation to the organisation's goals

Within the framework of the *National Mental Health Policy* and the *Standards for Mental Health Services* and in a manner consistent with the stated *Vision* and *Values* of SA Health, The Clinical Nurse is accountable for their own practice standards, activities delegated to others and the guidance and development of less experienced staff. The Clinical Nurse is responsible for ensuring optimal consumer care is provided by utilising the process of nursing to deliver direct and comprehensive nursing care and individual case management to mental health consumers within a designated practice setting. The provision of education, counselling and group work is considered essential components of care which is directed towards the attainment of optimum consumer health and recovery. This involves consultation and liaison with other professional disciplines and non governmental organisations. The Clinical Nurse uses clinical knowledge, skills and experience in the application of direction, support, orientation and education to nursing staff and participates in action research projects, quality improvement activities and policy development within the practice setting. The Clinical Nurse relieves the RN Level 3 as required.

1. Reporting/Working Relationships (To whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

Responsible to

- Professionally accountable to the Director of Nursing through the nursing structure.
- Functionally accountable to the General Manager through the Nurse Clinical Services Coordinator/Team Manager.

Responsible for:

- Developing and maintaining cooperative and productive working relationships with all members of the health care team and Non Governmental Organisations.
- Maintaining a close working relationship with the Associate Clinical Services Coordinator.
- Supporting and working collaboratively with less experienced members of the nursing team including the provision of supervision/guidance of all Registered Nurses, Enrolled Nurses, and Student Nurses.
- Personally accountable and responsible for safe, effective, nursing practice.
- Practicing within own level of skills and contemporary knowledge base relevant to professional background.
- Engaging in professional development and maintenance of own clinical competence.
- Consulting and collaborating with other health care professionals both within the health service and the community to ensure optimal consumer outcomes.

2. 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.

3. Special Conditions (Such as non-metropolitan location, travel requirements, frequent overtime, etc.))

- Required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.
- Some out of hours work may be required as per contract.
- Some Intra and interstate travel may be required.
- Must have current South Australian driver's licence and willingness to drive a government plated vehicle when employed in a community setting.
- Required to travel between locations and work within a person's own environment within the metropolitan region.
- Participation in continuous quality improvement.
- Engagement and participation in clinical supervision / reflection on practice.
- Participation in an on call roster may be required.
- The appointment will be to the Central Mental Health Service and the incumbent will be required to undertake rotation through the various teams within the service.
- May be required to temporarily relieve in other teams to ensure service provision.
- Support values consistent with the aims of the region, including honesty, respect and integrity.
- May be subject to a Criminal History Check prior to confirmation of appointment.

3 Statement of Key Outcomes and Associated Activities (Group into major areas of responsibility/activity and list in descending order of importance)

3.1 Fulfils the duty statement of the relevant team [see appendices]

3.2 Assists with the provision of professional high quality consumer care within the ward/unit/service aimed at improving consumer health outcomes through *Improving nursing and consumer care procedures and practices by:*

- Providing proficient clinical nursing care and/or individual case management to consumers in a defined clinical area.
- Assessing consumers needs, plan, implement and coordinate appropriate service delivery options and communicate changes in condition and care.
- Overseeing the provision of nursing care within a team or unit.
- Promoting and providing health education, counselling and rehabilitation programs to improve the health outcomes of individual consumers or groups and to prevent relapse and promote recovery.
- Planning and coordinating services including those of other disciplines or agencies as required to meet individual and/or group health care needs.

- Monitoring consumer care plans and participating in clinical auditing and/or evaluative research to ensure appropriate consumer care outcomes are achieved on a daily basis.
- Demonstrating and promoting a risk minimisation approach to practice and support implementation and maintenance of systems to protect consumers and staff.
- Integrating advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed consumer care outcomes.
- Working within and promoting a nursing model of consumer centred care.
- Relieving RN3/4 as required.

3.3 Demonstrate a commitment to consumer and carer participation by:

- Encouraging, promoting and supporting active participation of consumers and carers in forums/committees.
- Working collaboratively with consumers and carers in determining and developing individual care/treatment plans within a recovery framework.
- Participating, in consultation with the Nurse Clinical Services Coordinator/Team Leader, in the review of incidents, accidents and complaints arising within the clinical setting with a focus on reduction of incidents/accidents and complaints.
- Promoting provider, consumer and carer participation in service planning, development and evaluation.
- Identifying, in consultation with Consumers and the Nurse Clinical Services Coordinator/Team Manager, opportunities for improvement in consumer care and implementing planned strategies designed to promote and establish the Service and Unit as a benchmark for excellence and sustainable consumer care outcomes.

3.4 *Contributes to the human resource management of the unit/service by:*

- Acting to resolve local and/or immediate nursing care or service delivery problems;
- Supporting change management processes;
- Contributing to communication processes that effectively deal with challenging behaviours and the resolution of conflicts;
- Participating in staff recruitment and retention initiatives as required.

3.5 Contributes to the achievement of *own and others* professional expertise through the maintenance of ongoing professional development/continuing education by:

- Managing own professional development activities and portfolio, supporting the development of others and contributing to learning in the work area.
- Complying with the nursing profession's code of ethics, professional competencies and relevant legislation.
- Attending mandatory in-service programs.

3.6 Contributes to the achievement of nursing best practice and where relevant facilitates the development and application of relevant nursing research by:

- Working within a local nursing leadership team to attain consistency of nursing practice standards and local service outcomes.
- Participating in clinical teaching, overseeing learning experiences, and goal setting for students, new staff and staff with less experience.

- Acting as a resource person within an area based on knowledge, experience and skills.
- Providing and engaging in regular clinical supervision.
- Ensuring changes are implemented in areas of practice when identified.

3.7 In addition to the foregoing the Clinical Nurse may:

- Be required to participate in and/or provide clinical teaching and/or research.
- Be required to contribute to a wider or external area team working on complex or organisation wide projects such as clinical protocols, guidelines, process mapping.
- Be required to undertake a specific activity and/or portfolio to support the practice area/Health Unit.
- Be required, within pre-determined guidelines, and in a multi multidisciplinary primary health care setting, to assess consumers, select and implement different therapeutic interventions and/or support programs and evaluate consumer progress.

3.8 Contributes to and complies with policies, procedures and practices by:

- Complying with all legislation, Government policies and procedures the ANMC Code of Professional Conduct for Nurses in Australia and the Code of Conduct for South Australian Public Sector Employees, and in relation to people affected by mental disorders and/or mental health problems,
 - The United Nations Principles on the Protection of People with a Mental Illness and Improvement in Mental Health Care.
 - The Australian Health Ministers' Mental Health Statement on Rights and Responsibilities.
 - Mental health, equal opportunity, anti-discrimination and disability services legislation.
- Complying with all SA Health/National Mental Health Service policies, procedures and operating practices.
- In consultation with Nurse Clinical Services Coordinator/Team Manager contributes to the development of organisational policy.
- Ensuring practice is consistent with departmental/organisational/unit policies, standards and legal/regulatory compliance.
- Applying standards and benchmarks for consumer care in the practice setting consistent with current evidenced based clinical care.
- Maintaining and protecting confidentiality and privacy for consumers, their families and carers by complying with
 - *Freedom of Information Act*
 - *Australian Standards for Medical Records*
 - *Code of Fair Information Practice*
 - *National Mental Health Standard 5 - Privacy and Confidentiality*
- Understanding and complying with *Delegations of Authority*.

3.9 Ensure services are delivered in a culturally sensitive manner by:

- Promoting access and equity of services for people from culturally and linguistically diverse backgrounds.
- Providing services that are culturally sensitive to the needs of people and enable them to make decisions concerning their mental health.

3.10 Contribute toward the provision of a healthy, safe and equitable working environment by adhering to the principles and standards of Equal Employment Opportunity Legislation, which:

- Ensures employees are recruited, selected, trained, transferred and promoted solely on the basis of merit without regard to age, marital status, physical disability, intellectual impairment, pregnancy, race, sex or sexuality.
- Ensures all employees in the workplace are treated in a fair and equitable manner.
- Identifies and eliminates discrimination, bullying and harassment in the workplace.

3.11 Ensure that staff and other persons in their work area are safe from risks to health and safety by:

- Carrying out responsibilities as detailed in organisational occupational health, safety and injury management (OHS&IM) policies and procedures;
- Implementing and monitoring relevant OHS&IM policies and procedures within their work area;
- Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees;
- Participating in OHS&IM planning;
- Providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out their work;
- Maintaining relevant OHS&IM documentation; and
- Consulting with health and safety representatives, committees and staff on changes to the workplace, which have the potential to impact on health and safety.

3.12 Freedom of Information

- Comply with the Principles of the Code of Fair Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all consumer, staff and/or hospital operations information.

Acknowledged by Occupant /...../.....

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary.)

Educational/Vocational Qualifications (include only those listed in the Health Services HR Manual, as an essential qualification for the specified classification group)

- Registered as a Nurse with the Nursing & Midwifery Board of Australia and holds a current practising certificate.
 - Hold a qualification in mental health practice.
-

Personal Abilities/Aptitudes/Skills (Related to the job description, and expressed in a way which allows objective assessment.

- Effective communication, 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 the health unit setting.
 - Demonstrated competency and proficiency in clinical skills appropriate to the area.
 - Demonstrated commitment to consumer and carer participation.
 - Computer literacy in the current nursing and clinical information systems.
 - Well developed leadership and interpersonal skills.
 - Ability to manage people effectively including problem solving, negotiating and resolving conflict.
 - Demonstrated commitment to staff development of self and others.
 - Demonstrated ability to plan, implement and evaluate comprehensive mental health nursing care.
-

Experience (Including community experience)

- Registered Nurse 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.
- Successful participation in a multidisciplinary team environment.

Knowledge

- Comprehensive understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the ANMC Code of Professional Conduct for Nurses in Australia and the Commissioner for Public Sector Employment Code of Ethics for the South Australian Public Sector.
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of contemporary mental health nursing and health care issues.
- Knowledge of community support services and referral processes.
- Knowledge of National Mental Health Strategy/Policy/Plan.
- Knowledge of National Mental Health Standards.
- Knowledge of the recovery framework.
- Familiarity with aspects of medication management including knowledge of relevant medications, indications, common dosages, side-effects, special precautions, drugs of abuse.
- Knowledge and understanding of relevant legislation, principles and codes of practice.

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements).

Personal Abilities/Aptitude/Skills Experience

- Effective communication, 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 the health unit setting.
- Demonstrated competency and proficiency in clinical skills appropriate to the area.
- Demonstrated commitment to consumer and carer participation.
- Computer literacy in the current nursing and clinical information systems.
- Well developed leadership and interpersonal skills.
- Ability to manage people effectively including problem solving, negotiating and resolving conflict.
- Demonstrated commitment to staff development of self and others.
- Demonstrated ability to plan, implement and evaluate comprehensive mental health nursing care.

Experience

- Experience with quality improvement activities.
- Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.
- Experience in a broad range of mental health clinical setting.

Knowledge

- Knowledge of the South Australian Public Health System.
- Knowledge of contemporary professional nursing issues.
- Knowledge of research methodology and aspects of community oriented care.
- Knowledge of Human resource management principles.
- Knowledge and understanding of performance appraisal systems.
- Breadth and depth of knowledge base is sufficient to enable person to act in RN3 role as required.

Educational/Vocational Qualifications (Considered to be useful in carrying out the responsibilities of the position).

- Bachelor of Nursing or equivalent.
- Post Graduate qualification relevant to clinical setting.

Other Details

COMMITMENT TO WORKPLACE VALUES

The Department of Health and Ageing values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department's Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health and Ageing Organisational Values are:

Honesty

We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

Respect

We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

Integrity

We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

I _____ have the ability and commitment to behave consistently with the stated values of the Department of Health and Ageing.

_____/ /

Signature

Please complete and return attached to your application to the nominated person

"The right people with the right skills in the right place at the right time"