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SA Health Job Pack

Job Title	Registered Nurse Operating Theatres (Multiple positions)
Job Number	622730
Applications Closing Date	30/06/17
Region / Division	Department for Health and Ageing – Southern Adelaide Local Health Network – Flinders Medical Centre
Health Service	SA Health
Location	Bedford Park
Classification	RN1
Job Status	Full-time Permanent
Indicative Total Remuneration*	\$72,015 to \$98,926 per annum

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:

- ☒ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ 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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Carolyn Kirby
Phone number	8204 7229
Email address	carolyn.kirby2@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



JOB AND PERSON SPECIFICATION

Position Title: **OT Registered Nurse**

Classification Code: **Registered Nurse (Level 1)**

Division: **Surgical and
Perioperative
Medicine (SPOM)**
Branch: **FMC**
Section: **OT**
Position Number:
FM1528
Position Created:

Type of Appointment:

- ☒ Ongoing
- ☐ Temporary
- ☐ Other Term

Job & Person Specification Approval

CE or delegate

____/____/____

PREAMBLE:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provide high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub acute health services for people of all ages, and has three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General Hospital.

Population and Primary Health Care delivers a range of primary health care services across the southern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Southern Mental Health provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

JOB SPECIFICATION

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

Employees classified at this level provide nursing and/or midwifery services in health service settings. Roles within this level 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.

2. 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).

The Registered Nurse and/or Midwife;

- Reports to the Nurse/Midwife Clinical Services Coordinators (Level 3 or 4) or to the relevant position in your local health unit/service;
- Provides the direct supervision of Assistants in Nursing/Midwifery, and Enrolled Nurses;
- Collaborative working relationship with all nursing/midwifery staff;
- Maintains cooperative and productive working relationships within all members of the health care team.

3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- The appointee may be subject to a Criminal History Check prior to confirmation of appointment.
- The incumbent may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.

4. Statement of Key Outcomes and Activities (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

4.1 Assists with the provision of professional high quality patient/client care within the ward/unit/service aimed at improving patient/client health outcomes through:

4.1.1 Improving nursing/midwifery and patient/client care procedures and practices ;

- Provide direct nursing/midwifery care and/or individual case management to patient/clients on a shift by shift basis in a defined clinical area;
- Assess individual patient/client needs, plan and implement or coordinate appropriate service delivery from a range of accepted options;
- Provide health education, counselling and/or therapeutic/rehabilitation programs to improve the health outcomes of individual patient/clients or groups;

Statement of Key outcomes and Activities (Continued)

- Plan and coordinate services with other disciplines or agencies in providing individual's health care needs;
- Contribute to patient/client safety, risk minimisation and safe work activities within the practice setting;
- Practice as a Registered Nurse within a nursing model established to support patient/client centred care or, as a Registered Midwife working in partnership with women respecting and supporting their right to self determination in the life processes of pregnancy, birthing and parenthood;
- Contribute to procedures for effectively dealing with people exhibiting challenging behaviours;

4.1.2 Contributing to the human resource management of the unit/service.

- Review decisions, assessments and recommendations from less experienced Registered Nurses/Midwives and Enrolled Nurses and students;
- Provide support and guidance to newer or less experienced staff, Enrolled Nurses student nurses and other workers providing basic nursing care;
- Support nursing/midwifery practice learning experiences for students undertaking clinical placements, orientation for new staff and preceptorship of graduates;

4.2 Contributes to the achievement of nursing/midwifery best practice and where relevant facilitates the development and application of relevant nursing research;

- Participate in quality assurance and/or evaluative research activities within practice setting;
- Use foundation theoretical knowledge and evidence based guidelines and apply these to a range of activities to achieve agreed patient/client care outcomes;

4.3 Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education:

- Continue own professional development, seek learning opportunities and develop and maintain own professional development portfolio of learning and experience.

4.4 Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Conduct and departmental human resource policies, including the WHS requirements.

Approved by Line Manager: _____ / /

Acknowledged by Occupant: _____ / /

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

- 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: (related to the job description and expressed in a way which allows objective assessment):

- 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.

Experience

- Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.

Knowledge

- Knowledge and understanding of the role of the Registered General Nurse/Midwife within a healthcare setting
- Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards
- Knowledge of Quality Improvement Systems as applied to a healthcare setting.

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

Educational/Vocational Qualifications

- Where applicable, qualifications relevant to specialty.

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

Experience

- Experience with quality improvement activities.

Knowledge

- Knowledge of contemporary professional nursing issues.
-

Other Details:

COMMITMENT TO WORKPLACE VALUES

The Department of Health 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 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.

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"