

# i can

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more meaningful



## SA Health Job Pack

|                           |  |
|---------------------------|--|
| Job Title                 | Nurse/Midwife Consultant; McGrath Breast Care  |
| Job Number                | 631621   |
| Applications Closing Date | 8 September 2017                               |
| Region / Division         | Country Health SA Local Health Network         |
| Health Service            | Barossa Hills Fleurieu Region Community Health |
| Location                  | Victor Harbor                                  |
| Classification            | RN/RM3   |
| Job Status                | Temporary Part Time Appointment                |
| Salary                    | \$102,751 - \$107,343 pa (pro rata)            |

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

|               |                     |
|---------------|---------------------|
| Full name     | Joe Byrne           |
| Phone number  | 8552 0603           |
| Email address | Joe.Byrne@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: <b>Nurse/Midwife Consultant; McGrath Breast Care</b>  |   |
| Classification Code: <b>Registered Nurse and or Midwife Level 3</b>   | Division: CHSA  |
| Type of Appointment:  | Branch: BHFR<br>Section: BHFR Community Health<br>Position Number:<br>Position Created:   |
| <input type="checkbox"/> Ongoing<br><input checked="" type="checkbox"/> Temporary<br><input type="checkbox"/> Other Term 30/06/2021 |   |
| Criminal History Clearance Requirements:  | <input checked="" type="checkbox"/> Aged (NPC)<br><input checked="" type="checkbox"/> Child- Prescribed (DCSI)<br><input type="checkbox"/> Vulnerable (NPC)<br><input type="checkbox"/> General Probity (NPC) |

### Job & Person Specification Approval

\_\_\_\_\_  
CE or delegate

\_\_\_\_/\_\_\_\_/\_\_\_\_

### PREAMBLE:

Underpinning the Department of Health 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 patients/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

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

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Employees classified at this level provide clinical nursing/midwifery expertise for specified individual patients/ clients and/or groups and/or patient/ client populations, and may work in a variety of clinical settings. Work at this level is undertaken by employees with a least 3 years post registration experience.

Employees in this role accept accountability for the outcomes of nursing/midwifery practices for the specific client group and for addressing inconsistencies between practice and policy.

Various practice models may be used to enact this role, including but not limited to:

- Primarily providing direct expert nursing/midwifery care for an individual or group of patients/ clients;
- Providing clinical leadership to nurses/midwives;
- Coordination and leadership of projects and/or programs that contribute clinical expertise to improve patient/ client service outcomes.

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### 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).

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The Nurse/Midwife Clinical Practice Consultant:

- Reports to Nursing/Midwifery Director (Level 5) (or to the relevant position in your local health unit/service)
- Maintains close collaborative working relationships with all level 3 and level 4 Nurses/ Midwives.
- Maintains cooperative and productive working relationships within all members of the health care team
- Supports and works collaboratively with less experienced members of the nursing/ midwifery team

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### 3. Handling of Official Information

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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.

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#### 4. White Ribbon

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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.

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#### 5. Cultural Statement

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CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CHSALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

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

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- 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 Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI)
- Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care
- Prescribed Positions will also require a NPC general probity clearance
- Background Screening and National Criminal History Clearances must 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
- 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.
- The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, CHSALHN will provide support and assistance in accordance with the provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does *not* apply to existing CHSALHN employees with continuous employment with CHSALHN which commenced prior to 17 October 2016.

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

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**Statement of Key Responsibilities/Duties.**

**The McGrath Breast Care Nurse performs her/his duties in accordance with the terms of Employment with CHSA LHN (HSFKI CHS) as the funding recipient and Schedule 4 'McGrath Breast care Nurse Statement of Duties' in the funding agreement McGrath Foundation & CHSA LHN Ltd.**

**7.1 Provide specialist breast care information, education and support to clients relating to breast cancer in accordance with evidence-based clinical practice guidelines:-**

- Integrate contemporary information and evidence with personal experience to support the decision making, innovative thinking and objective analysis that is expected at this level and is responsible and accountable for adequately managing the official record he/she creates and receives according to relevant legislation, policies & procedures.
- Plan, coordinate and provide advanced evidence-based breast care nursing standards and policies that are compliant with relevant professional, industrial and legislative requirements.
- Apply and share expert clinical knowledge to improve patient/ client care outcomes;
- Provide expert clinical nursing/midwifery care and interventions and/or individual case management to a defined population of patients/ clients;
- Be required in a multidisciplinary primary health care setting to apply nursing/midwifery expertise to assess clients, select and implement different therapeutic interventions and/or support programs and evaluate patient/ client progress;
- Contribute expert nursing/midwifery assessment and advice to local clinical teams to achieve integrated nursing/midwifery care within a risk management framework;

**7.2 Contributes to clinical leadership and support for the specific area of clinical specialty by:**

- Leading nursing/midwifery clinical practice within the professional practice framework established by the Director of Nursing/Midwifery and/or lead a multidisciplinary team;
- Maintain productive working relationships and managing conflict resolution;
- Contribute specific expertise to monitoring and evaluative research activities in order to improve nursing/midwifery practice and service delivery.
- Undertake the nursing/midwifery care role with a significant degree of independent clinical decision making in the area of personal expertise;
- Contribute to the development and sustainability of nursing/midwifery skills for the needs of the specific population group using systems of resource and standards promulgation;

**7.3 Contributes to the achievement of professional expertise through personal professional development/continuing education and teaching:**

- Contribute clinical expertise to learning environments, which may include individual/team capability development and/or post registration clinical teaching;
- Hold a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role.

**7.4 Responsible for the coordination of and participation in quality improvement activities to achieve optimum patient care delivery at an individual case and system level by:-**

- Actively participating in regular team meetings, relevant multi-D meetings and service planning and review

- Liaising with GP's, specialists and relevant stakeholders in order to build an efficient and appropriate referral network and framework of support for breast care clients.
- Providing education & support to the multi-D team....patient, family, hospital staff, community, care conferences etc.
- Ensure that policies, standards and practices undertaken are in compliance with legal, industrial and professional requirements and are consistent with goals of CHSA LHN.
- Compliance with record-keeping, statistics collection & CME data collection/reporting

**7.5 Meets the responsibilities associated with Occupational health & Safety, Infection Control and the provision of a safe environment for clients and staff by:**

- Ensuring compliance with relevant legislation, policies & guidelines
- Taking a proactive approach to risk management and using the SLS reporting system for reporting of incidents, hazards etc. for staff, clients, volunteers & contractors.
- The elements of a safe environment include:-
  - Accident prevention
  - OH&S & Infection control
  - Cultural sensitivity & respectful behaviours

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**Approved by Line Manager:** \_\_\_\_\_  \_\_\_\_\_ **01/06/2017**

**Acknowledged by Occupant:** \_\_\_\_\_   /  /  

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# PERSON SPECIFICATION

## ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

### PLEASE NOTE:

It is recommended that a **Maximum of 15 criteria only** (in total) be included in this section **(ie the number of Essential and Desirable criteria combined should not exceed 15).**

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**Educational/Vocational Qualifications** (include only those listed in ***Commissioner's Standard 2, Attachment C*** as an essential qualification for the specified classification group)  
(Choose applicable statement as outlined below)

- 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.
- Relevant experience in advanced practice with respect to management of women with breast cancer (and/or oncology nursing experience)

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

- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation skills.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload and meet set timelines.
- Demonstrated ability to foster a workplace environment that develops staff potential.
- Proven ability for flexibility, innovation and creativity within the whole of service setting.
- Demonstrated ability in the facilitation of change management.

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### Experience

- Registered Nurse and or Midwife with at least 5 years post registration experience.
- Demonstrated competence in the relevant area of nursing and or midwifery practice in accordance with the relevant standards.
- Experience in the supervision of students, enrolled nurses and less experienced registered nurses and or midwives.

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### 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 setting.
  - Knowledge of contemporary professional nursing and or midwifery and health care issues.
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**DESIRABLE CHARACTERISTICS** (To distinguish between applicants who have met all essential requirements)

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**Educational/Vocational Qualifications** ((include only those listed in **Commissioner's Standard 2, Attachment C**, as an essential qualification for the specified classification group)

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- Relevant post graduate qualifications in breast care nursing or working towards this.
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**Personal Abilities/Aptitudes/Skills:** (related to the job description and expressed in a way which allows objective assessment):

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- 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.
  - Ability to analyse complex data.
  - Ability to undertake presentations to community and professional groups.
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### **Experience**

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- Experience with quality improvement activities.
  - Experience in evaluating the results of Nursing and or Midwifery research and integrating, where relevant, the results into nursing and or midwifery practice.
  - Experience in management and leadership roles
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### **Knowledge**

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- Knowledge of the South Australian Public Health System.
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### **Other Details:**

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## 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.*

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*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"*