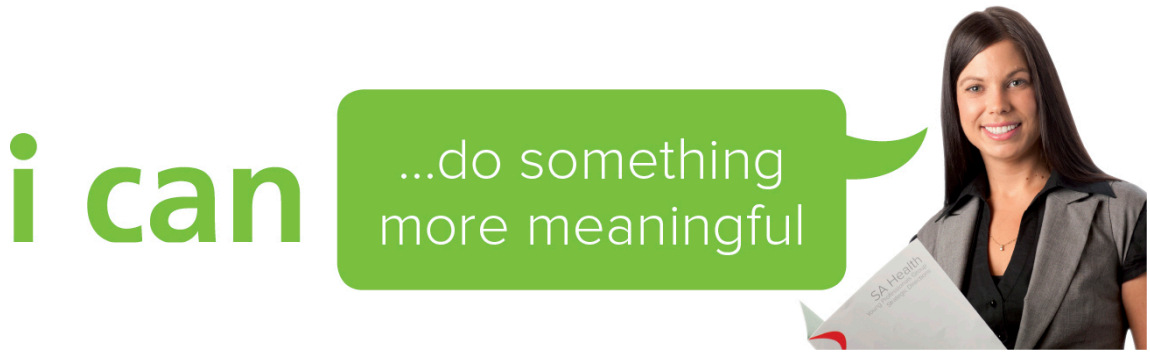


SA Health Job Pack

Job Title	Registered Midwife
Job Number	618696
Applications Closing Date	30 June 2017
Region / Division	Country Health SA Local Health Network
Health Service	Mount Gambier & Districts Health Service
Location	Mount Gambier
Classification	RN/RM1
Job Status	Permanent Part Time Appointment (36 hours p/wk) and; Temporary Full Time Appointment (up to 12/5/2018)
Indicative Total Remuneration*	$72,789 - $100,898 (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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Fiona Jeffs
Phone number	8721 1329
Email address	fiona.jeffs@sa.gov.au

Government of South Australia
SA Health

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

Government of South Australia
SA Health

JOB AND PERSON SPECIFICATION

Position Title: **Registered Nurse and/or Midwife**

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

Division: Country Health SA LHN
Branch: Mt Gambier & District Health Service
Section: Maternity/Paediatric Ward
Position Number: M22128
Position Created:

Type of Appointment:

- ☒ Ongoing
- ☐ Temporary
- ☐ Other Term

Criminal History Clearance Requirements:

- ☒ Aged (NPC)
- ☒ Child-Prescribed (DCSI)
- ☐ Vulnerable (NPC)
- ☐ 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 patient/clients. 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

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. 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.

4. 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.

5. Cultural Statement

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

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

- 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.

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

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

7.1.1 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;
- 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;

7.1.2 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;

7.2 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;

7.3 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.

7.4 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
- 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.

Approved by Line Manager: _____ ___/___/___

Acknowledged by Occupant: _____ ___/___/___

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).**

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

- 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"