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SA Health Job Pack

Job Title	Mental Health Nurse - IMHIU
Job Number	636623
Applications Closing Date	26 January 2018
Region / Division	Country Health SA Local Health Network
Health Service	South East Regional Community Health
Location	Mount Gambier
Classification	RN/RM1
Job Status	Temporary Full Time Appointment
Indicative Total Remuneration*	\$74,510 - \$103,244

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	Pauline Beach
Phone number	8721 1507
Email address	pauline.beach@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: **Registered Nurse (RN)**

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

Division: Country Health SA Local Health Network Inc. Mental Health Service (CHSALHN MHS)

Branch: South East

Section: South East
Inpatient Services

Type of Appointment:

- ☒ Ongoing
☒ Temporary
☐ Other Term

Position Number: M23778

Position Created: October 2011 (updated March 2017)

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:

The Registered Nurse (RN) will contribute to the delivery of a comprehensive and integrated range of evidenced based, recovery oriented services across the multi-disciplinary Country Health SA Local Health Network Inc. Mental Health Service (CHSALHN MHS) appropriate to the needs of the consumer and the local community. The RN will consolidate knowledge and skills and develop in capability through continuous professional development and experience.

The RN contributes to the delivery of integrated clinical mental health care to consumers across community, acute and rehabilitation service settings and will utilise and develop a combination of preventative, early intervention, therapeutic and evaluative approaches, including individual and family therapeutic approaches, group programs, health promotion and community development programs.

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 RN;

- Reports operationally to the **Select Position** through to the Regional Manager.
- Reports professionally to the Nurse at a Level 3/4 classification for clinical practice issues and standards, where the direct line manager is not a Nurse/Midwife.
- Provides the direct supervision of Assistants in Nursing/Midwifery, Enrolled Nurses and other workers.
- Collaborative working relationships with all nursing staff.
- Maintains cooperative and productive working relationships with all members of the health care team.
- Liaises with MH consumers, carers, members of the public, community organisations, external service providers, contractors, and stakeholders across other government and non-government departments to ensure optimal client outcomes.

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.
- Participation in an on call after hours roster; flexibility and some out of hours work may be required
- Engagement and participation in clinical supervision and reflection on practice
- CHSALHN MHS embraces the principles of positive psychology and aims to be a flourishing MH service that impacts meaningfully and positively on the communities it serves. To this end, CHSALHN MHS promotes the principles of PERMA, as described by Dr Martin Seligman- Adelaide Thinker in Residence Program, for our staff, consumers and partners.

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, consumer care within MHS aimed at improving consumer outcomes through:

7.1.1 Improving nursing/midwifery and consumer care procedures and practices

- Provide direct nursing/ care and/or individual case management to consumer within a mental health setting, in a manner reflective of ANMC RN competencies;
- Assess individual consumer's 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 consumers or groups;
- Plan and coordinate services with other disciplines or agencies in providing individual's health care needs;
- Contribute to consumer 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;
- Act to protect the rights and safety of consumers in the least restrictive manner, and balance the rights and safety of other parties; and
- Contribute to procedures for effectively dealing with people exhibiting challenging behaviours.

7.1.2 Contributing to the human resource management of MHS

- Review decisions, assessments and recommendations from less experienced Registered Nurses/Midwives Enrolled Nurses, students and other workers;
- Provide support and guidance to newer or less experienced staff, Enrolled Nurses student nurses and other workers providing basic nursing care;
- Support nursing practice learning experiences for students undertaking clinical placements, orientation for new staff and preceptorship of graduates;
- Contribute constructively and actively as a member of the multi-disciplinary MHS team; and
- Contribute to the development of a knowledge base of local services and activities.

7.2 Contributes to the achievement of Mental Health best practice and where relevant facilitates the development and application of relevant 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 consumer care outcomes;
- Maintain appropriate statistics and records in accordance with CHSALHN MHS and SA Health requirements.
- Utilise the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback.

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;
- Meaningful engagement and participation in clinical supervision and reflection on practice; and
- Develop and maintain the skills and attributes that support the ability to perform the role of a Mental Health Nurse effectively within CHSALHN MHS multi-disciplinary teams, attend mandatory and non-mandatory training opportunities required by the organisation and/ or recommended by the direct line manager or clinical supervisor.

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; and
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

7.5 Ensure Services are delivered in a safe and culturally sensitive manner by:

- Acknowledging all cultures and their individually diverse communities, including the various Aboriginal communities whose people utilise CHSALHN MHS and their unique cultural background;

- Acknowledging that for Aboriginal people, health is defined as not just the physical and spiritual well-being of the individual but the social, emotional and cultural wellbeing of the whole community;
- 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; and
- 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.
- Contribute to quality improvement activities and the Accreditation process.

Approved by Line Manager: _____ / /

Acknowledged by Occupant: _____ / /

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Registered or eligible for registration as a Nurse by the Nursing and Midwifery Board of Australia, and who holds, or who is eligible to hold, a current practicing certificate.
- Be enrolled and/ or willing to enrol in further postgraduate studies within Mental Health practice

Personal Abilities/Aptitudes/Skills

- Effective written and verbal communication skills, including problem solving, conflict resolution and negotiation skills.
- Ability to work collaboratively with others.
- Ability to work effectively within a multidisciplinary team environment.
- Ability to prioritise workload and manage own time effectively and efficiently.
- Ability to use modern digital and mobile technology.
- Ability to be, creative, innovative and flexible when approaching issues within a healthcare setting.
- Commitment to meeting the needs of consumers in the mental health service.

Experience

- Demonstrated competence in nursing practice in accordance with the appropriate standards of practice.
- Experience in basic computing skills.

Knowledge

- Knowledge and understanding of the role of the Registered Nurse within a mental health care setting.
- Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards, National Mental Health Strategy, Mental Health Standards and relevant legislation.
- Knowledge of Quality Improvement Systems as applied to a healthcare setting.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Where applicable, qualifications relevant to Mental Health.
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Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Demonstrated willingness to further develop own practice.
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Experience

- Experience with quality improvement activities.
 - Experience working with and understanding of people from varying cultural backgrounds, including Aboriginal and Torres Strait Islander people.
 - Experience working with Mental Health consumers and carers, families and associated support networks in an evidenced based, recovery oriented framework.
 - Experience in Mental Health service settings.
 - Experience working in a rural setting.
-

Knowledge

- Knowledge of community and health service resources relevant to the local community.
- Knowledge of contemporary professional nursing / mental health issues.
- Knowledge of SA Health and CHSALHN policies and procedures.
- Knowledge of the CHSALHN Mental Health Model of Care.
- Understanding and/or knowledge of the issues faced by the rural community.

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