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SA Health Job Pack

Job Title	Registered Nurse
Job Number	636091
Applications Closing Date	24/11/2017
Region / Division	SA Health - Women's and Children's Health Network
Health Service	Child & Family Health Service
Location	Kadina
Classification	RNM1
Job Status	Part time, temporary up to 18/01/2019
Indicative Total Remuneration*	\$73,735 - \$101,273

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	Verity Timms
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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:	Registered Nurse
Classification Code:	RN1
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network (WCHN)
Hospital/ Service/ Cluster	Women's and Children's Hospital, Acute & Community Services
Division:	Child & Family Health Service
Department/Section / Unit/ Ward:	
Role reports to:	Nursing Director, CaFHS
Role Created/ Reviewed Date:	July 2017
Criminal History Clearance Requirements:	Child Prescribed (DCSI) Vulnerable (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

Employees classified at this level provide nursing services in Child and Family Health Service (CaFHS). Employees working within this level develop from novice practitioners to a proficient level of professional practice. They 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 care and for activities delegated to others.

Direct Reports:

> Nil

Key Relationships/ Interactions:

Internal

- > Supports and works collaboratively with less experienced members of the nursing team.
- > Maintains cooperative and productive working relationships with all members of the health care team.

External

- > Maintains relationships with non-government organisations and other government organisations.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies.
- > Dealing appropriately and relevantly with children, women and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients.
- > Recognising and responding to clinical escalation or other incidents and handling appropriately.

Delegations:

As per WCHN Delegations

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.

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 Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012* (SA)
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009* (SA), *Health Care Act 2008* (SA), 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.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009* (SA) and Regulations
- > *Controlled Substances Act 1984* (SA) and Regulations
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- > SA Health/WCHN policies, procedures and standards

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.

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.

Special Conditions:

- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014 specific to the role.
- > 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.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth).
- > 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 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.
- > Dependent on having current drivers licence and willingness to drive.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct client care:	<ul style="list-style-type: none"> > Assess individual client needs, plan, implement and/or coordinate appropriate service delivery from a range of accepted options including other disciplines or agencies. > Provide direct person centred nursing care to clients in a defined team with increasing autonomy over time. > Plan and coordinate services with other disciplines or agencies in providing individual health care needs.
Support of health service systems:	<ul style="list-style-type: none"> > Participate in quality improvement activities that contribute to client safety, risk minimisation and safe work activities within the practice setting. > Provide team leader as required on a day to day basis. > Contribute to procedures for effectively dealing with people exhibiting challenging behaviours.
Education:	<ul style="list-style-type: none"> > Provide health promotion and education, to clients or groups to improve the health outcomes of individual. > Support nursing practice and learning experiences for students undertaking clinical placements, orientation and preceptorship for new staff.
Research:	<ul style="list-style-type: none"> > Participate in evaluative research activities within the practice setting. > Use foundation theoretical knowledge and evidenced based guidelines to achieve positive client care outcomes.
Professional leadership:	<ul style="list-style-type: none"> > Provide, with increasing capacity over time, support and guidance to newer or less experienced staff, including Enrolled Nurses.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > 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.

Personal Abilities/Aptitudes/Skills:

- > 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.
- > Demonstrated commitment to providing client and family centred care.

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

Educational/Vocational Qualifications:

- > Qualifications relevant to speciality area.

Personal Abilities/Aptitudes/Skills:

- > Ability to use technology and computer skills.

Experience:

- > Experience in quality improvement activities eg the development and/or implementation of clinical standards, practice guidelines, protocols/audits and quality indicators.

Knowledge:

- > Knowledge of contemporary professional nursing/midwifery issues.
- > Knowledge of the South Australian Public Health System.

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.

Health Network/ Division/ Department:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- > Specialist hospital services
- > Primary health care and population health programs
- > Integrated community care services
- > Services to address the health and well being of particular populations, including Aboriginal Health Programs
- > Education and training programs
- > Research.

Acute Services Directorate:

The Acute Service Directorate provides state-wide services and programs comprising the following 8 Divisions:

- **Child and Family Health Service** including the provision of state wide feeding, settling, child development and parenting services through Central Nursing Services (the Universal Contact Visit, Family Home Visiting Program, Clinic services including consults, health checks, groups and Day Service), Early Parent – Child Services (Centre for Parenting and Children and Families Integration Service), Torrens House and the Parent Helpline
- Aboriginal Health
- Community Health
- Medical Imaging
- Paediatric Medicine
- Pharmacy
- Surgical Services
- Women's and Babies

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

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: