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SA Health Job Pack

Job Title	Registration of Interest for Registered Nurses, Registered Midwives and Enrolled Nurses
Job Number	552580
Applications Closing Date	1/7/2016
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre
Location	Adelaide Metro
Classification	RN/M1 – END/ENC
Job Status	Casual
Indicative Total Remuneration*	RN/M1: \$65,983 - \$90,624 END: \$58,208 - \$65,287 ENC: \$53,983 - \$60,768 Pro Rata

Criminal History Assessment

Applicants will be required to complete and submit a Department of Communities and Social Inclusion (DCSI) Criminal History Check. The following checks will be required for this role:

- ☒ Child Related Employment Screening
- ☒ Vulnerable Person-Related Employment Screening
- ☒ Aged Care Sector Employment Screening
- ☒ General Employment Probity Check

Please ensure that the appropriate forms are completed and taken with you to the interview stage of the recruitment process. Further information is available on the SA Health careers website at www.health.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Sandi Waters-Lewis
Job Title	Nurse Manager
Phone number	82045439
Email address	Sandi.Waters-Lewis@health.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



JOB AND PERSON SPECIFICATION

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

Classification Code: **Registered Nurse/Midwife (Level 1)**
Resource Pool - Casual

Type of Appointment:

- ☒ Ongoing
☐ Temporary
☐ Other Term

Division: NMPS
Branch: SALHN
Section: FMC
Position Number: FM1879
Position Created:

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:

The Resource Pool (Casual) Registered Nurse and/or Midwife provides nursing and/or midwifery services in various service settings throughout the organisation. The Resource Pool (Casual) Registered Nurse and/or Midwife will be allocated to work across the organisation dependant on clinical requirement.

The Registered Nurse and/or Midwife roles within this level consolidate knowledge and skills and develop in capability through continuous professional development and experience.

The Registered Nurse and/or Midwife accepts accountability for their 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) for operational matters and reports to the Nurse Management Facilitator – Central Staffing Unit for professional matters.
- Provides the direct supervision of Assistants in Nursing/Midwifery, and Enrolled Nurses;
- Maintains a 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)

- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Development process.
- May be required to work within other locations of the Southern Adelaide Health Service.
- Some out of hours work may be required.
- Support values consistent with the aims of the Region, including honesty, respect and integrity.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- Appointment will be subject to a satisfactory Criminal History Check
- The appointee will be required to undertake a health assessment prior to appointment

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;
- 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 Contributes to professional nursing/midwifery practice through:

- A commitment to the Nursing & Midwifery Professional Practice Model;
- Contributing 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 OHS&W requirements.

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 Nurse by the Nursing and Midwifery Board of Australia, and who holds, or who is eligible to hold, a current practicing certificate.
- Registered or eligible for registration as a Nurse/Midwife by the Nursing and Midwifery Board of Australia, and who holds, or who is eligible to hold, a current practicing certificate.
- 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.
- Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and OHS&W;
 - Quality management and client oriented service;
 - Risk management.

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:
 - Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains;
 - ANMC Code of Professional Conduct for Nurses in Australia (2003) and the Commissioner for Public Employment Code of Conduct for Public Employees;
 - Legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity;
 - 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.
- Proven experience in basic computing skills, including email and word processing

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"



JOB AND PERSON SPECIFICATION

Position Title: **Enrolled Nurse**

Classification Code: **Enrolled Nurse (Certificate and Diploma)**
Resource Pool - Casual

Division: NMPS

Type of Appointment:

- ☒ Ongoing
☐ Temporary
☐ Other Term

Branch: SALHN

Section: FMC

Position Number: FM 1878

Position Created:

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 must be licensed to practice as an Enrolled Nurse by the Registration Authority.

The Resource Pool (Casual) Enrolled Nurse works under the direct or indirect supervision of a Registered Nurse/Midwife. The Resource Pool (Casual) Enrolled Nurse will be allocated to work across the organisation dependant on clinical requirement.

The Enrolled Nurse accepts accountability for own standards of nursing care.

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 Enrolled Nurse:

- Reports to the Nurse/Midwife Clinical Services Coordinators (Level 3 or 4) for operational matters and reports to the Nurse Management Facilitator Central Staffing Unit for professional matters.
- Works under the direct or indirect supervision of a Registered Nurse and/or Midwife.
- 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)

- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Development process.
- May be required to work within other locations of the Southern Adelaide Local Health Network.
- Some out of hours work may be required.
- Support values consistent with the aims of the Region, including honesty, respect and integrity.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- Appointment will be subject to a satisfactory criminal history check
- The appointee will be required to undertake a health assessment prior to commencement.

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:

- Providing safe patient/client centred nursing care in a variety of settings;
- Implementing appropriate nursing care and undertaking or assisting with general and specialised procedures from Nursing/Midwifery care plans;
- Planning and prioritising own work program to achieve defined outcomes;
- Exercising judgment when it is required to solve problems arising in their own work program;
- Taking initiative to recommend improved processes in their immediate work area;

- Participating in patient/client safety and risk minimisation activities;
- Providing verbal and documented information within their scope of practice to patient/clients, other health care team members, and members of the public;
- Contributing to procedures for effectively dealing with people exhibiting challenging behaviours;
- Contributing to teamwork and a positive work culture;
- Administering medications up to and including Schedule 4 (after required accreditation).

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

- Commencing a portfolio of post enrolment learning.

4.3 Contributes to professional nursing/midwifery practice through:

- A commitment to the Nursing & Midwifery Professional Practice Model;
- Contributing 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 OHS&W requirements.

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)

Enrolled or eligible for enrolment as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or 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 verbal and written communication skills.
- Ability to work in a multidisciplinary team environment.
- Ability to maintain confidentiality.
- Ability to prioritise workload
 - EEO, Ethical Conduct, diversity and OHS&W;
 - Quality management and client oriented service;
 - Risk management.

Experience

- Experience, within the boundaries of their education and skill preparation, in the provision of nursing/midwifery care in the healthcare setting in accordance with the appropriate standards of practice.

Knowledge

- Knowledge and understanding the role of the Enrolled Nurse within the health care setting.
- Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards:
 - Health Practitioner Regulation National Law (South Australia) Act 2010;
 - Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains;
 - ANMC Code of Professional Conduct for Nurses in Australia (2003) and the Commissioner for Public Employment Code of Conduct for Public Employees.
 - Legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Understanding of Quality Management principles and procedures

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)

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

Experience

- Experience as an enrolled nurse within another health context.
 - Experience in assisting with quality improvement activities within a healthcare setting.
 - Proven experience in basic computing skills, including email and word processing
-

Knowledge

- Knowledge of Quality Improvement Systems as applied to a hospital setting.
 - Knowledge of contemporary nursing and health care 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.

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Integrity

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behave consistently with the stated values of the Department of Health.*

Signature

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