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SA Health Job Pack

Job Title	Enrolled Nurse (Casual Pool)
Job Number	613335
Applications Closing Date	27 January 2017
Region / Division	Country Health SA Local Health Network
Health Service	Mallee Health Service
Location	Pinnaroo
Classification	ENC/END
Job Status	Casual up to 21 January 2018
Indicative Total Remuneration*	ENC \$59,751 - \$68,286 p.a. / END \$64,044 - \$72,892 p.a. + 25% casual loading (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	Katherine Keough
Phone number	(08) 8577 9222
Email address	Kathryn.Keough@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: **Enrolled Nurse**

Classification Code: **Enrolled Nurse (Certificate and Diploma)**

Division: CHSALHN

Branch: Pinnaroo

Section: Medical Services

Position Number: M32595

Position Created:

Type of Appointment:

- ☐ Ongoing
☐ Temporary
☒ Other Term - Casual

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:

An Enrolled Nurse is an employee who is enrolled with the Nursing and Midwifery Board of Australia. The Enrolled Nurse supports the Registered Nurse/Midwife in the provision of patient/client centred care. Employees at this level work under the direction and supervision of a Registered Nurse/Midwife, however at all times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing nursing/midwifery 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)
- 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)

- 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.

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 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

Statement of Key outcomes and Activities (Continued)

- 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)

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
-

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

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
-

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.

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"