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SA Health Job Pack

Job Title	Clinical Nurse/Midwife – Emergency Department
Eligibility	Open to Everyone
Job Number	789820
Applications Closing Date	27 May 2022
Region / Division	Eyre and Far North Local Health Network
Health Service	Port Lincoln Hospital and Health Service
Location	Port Lincoln
Classification	RN/M2C
Job Status	Ongoing Part Time (24 hours per week - 0.6FTE)
Salary	\$79,998 - \$101,120 per annum (pro rata)

Contact Details

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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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Working with Children Screening - **DHS**
- ☐ National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- ☒ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ Unsupervised contact with Aged Care Sector- **DHS**
- ☐ No contact with Vulnerable Groups - 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.

Immunisation

Risk Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



ROLE DESCRIPTION

Role Title:	Clinical Nurse/Midwife – Emergency Department
Classification Code:	Registered Nurse/Midwife Level 2
LHN/ HN/ SAAS/ DHA:	<input type="checkbox"/> Barossa Hills Fleurieu Local Health Network <input checked="" type="checkbox"/> Eyre and Far North Local Health Network <input type="checkbox"/> Flinders and Upper North Local Health Network <input type="checkbox"/> Limestone Coast Local Health Network <input type="checkbox"/> Riverland Mallee Coorong Local Health Network <input type="checkbox"/> Yorke and Northern Local Health Network
Hospital / Service / Cluster / RSS	Port Lincoln
Division:	Nursing/Midwifery
Department/Section / Unit/ Ward:	Nursing
Role reports to:	Nurse/Midwife Manager
Role Created/ Reviewed Date:	December 2021
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> DHS Disability Services Employment Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
Immunisation Risk Category	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

Provide nursing and/or midwifery services in a variety of health service settings which has been consolidated by experience and/or further study with employees at this level developing from competent to proficient practitioners.

Accepts accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced employees.

The Clinical Nurse role at this level continues to be predominantly clinical in nature; however employees are assigned appropriate portfolios. The allocation of portfolio responsibilities should be negotiated with each employee and be consistent with the career development plan for the employee as determined by their performance review/development plan.

Direct Reports:

> Nurse/Midwife Manager

Key Relationships/ Interactions:

Internal

The Clinical Nurse/Midwife:

- > Maintains a close working relationship with the Associate Nurse/Midwife Manager and the Nurse/Midwife Manager.
- > Maintains cooperative and productive working relationships within all members of the health care team
- > Supports and works collaboratively with less experienced members of the nursing team

External

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the client group.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Keeping up to date with, implementing and monitoring evidence based practice and quality management initiatives consistent with organisational policies
- > Dealing appropriately and relevantly with patients and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.

Delegations:

- > There are no Human resource or financial delegations associated with this position

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:

*NB References to legislation, policies and procedures includes any superseding versions

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.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > 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 / Eyre & Far North LHN (EFNLHN) 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.

Cultural Statement:

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

Special Conditions:

*NB References to legislation, policies and procedures includes any superseding versions

- > 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 National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > 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 unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Incumbents may be required to participate in organisational on call arrangements

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Provide proficient, person centred, clinical nursing/midwifery care and/or individual case management to patients/clients within the Emergency Department; > Monitoring patient/client care plans to ensure appropriate care outcomes are achieved on a daily basis; > Oversee the provision of nursing/midwifery care within the Emergency Department. > Able to act independently as a sole practitioner within the Emergency Department > Required to, within pre-determined guidelines, and in a multi-disciplinary primary health care setting, assess clients, select and implement different therapeutic interventions, and/or support programs and evaluate progress. > Ensure oversight and appropriate Clinical Handover processes > Proficient in providing complex emergency care independently and as part of a team. > Model Best Practice
Support of health service systems	<ul style="list-style-type: none"> > Assists and supports the Nurse/Midwife Manager or equivalent in management, clinical, and education activities; > Plan and coordinate services including those from other disciplines; > Act to resolve local and/or immediate nursing/midwifery care or service delivery problems; > Required to contribute to a wider or external team working on complex or organisation wide projects such as clinical protocols, guidelines and/or process mapping. > Engaged in effective multi team focus patient outputs > Effective management of issues related to competing services or care demands > Promotion of efficient and effective patient care co-ordination > Actively participate in introducing new initiatives and supporting change management
Education	<ul style="list-style-type: none"> > Participate in clinical teaching, overseeing learning experience, and goal setting for students, new employees and employees with less experience; > Assist the Nurse/Midwife Unit Manager and Nurse/Midwife Educators to maintain a learning culture by being a resource person, encouraging reflection and professional development, and assisting others to maintain portfolios/records of learning. > Required to participate in and/or provide clinical teaching and/or research.
Research	<ul style="list-style-type: none"> > Participate in clinical auditing, clinical trials and/or evaluative research; > Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed

	<p>patient/client care outcomes;</p> <ul style="list-style-type: none"> > Assist the Nurse/Midwife Unit Manager or equivalent to maintain and record monitoring and evaluative research activities in the Emergency Department. > Demonstrate quality, risk and safety principles throughout workplace
Professional leadership	<ul style="list-style-type: none"> > Promote continuity and consistency of care in collaboration with the Nurse/Midwife Manager or equivalent of the ward/unit/service; > Provide shift by shift leadership in the provision of nursing/midwifery care within a team or unit and facilitate patient flow; > Act as a resource person within an area based on knowledge, experience and skills. > Consult with and advise all Nurse/Midwife Managers with regards significant changes that occur in the clinical setting. > Implement and support change in consultation with Nurse/Midwife managers > Promote and model respectful behaviours consistently > Address poor behaviour immediately and respectfully > Model a professional communication style with colleagues and other shareholders > Required to undertake specific activity and/or portfolio responsibility.

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. OR
- > Registered or eligible for registration as a Nurse/Midwife 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, problem solving, conflict resolution and negotiation skills.
- > Ability to work effectively as an independent practitioner and within a multidisciplinary team.
- > Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.
- > Ability to be creative, innovative and flexible when approaching issues within the clinical setting.

Experience

- > Registered Nurse/Midwife with at least 3 years, contemporary experience in an Emergency Department
- > Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.
- > Experience in the leadership and direction of student nurses, enrolled nurses and less experienced registered nurses.

Knowledge

- > 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.
- > Knowledge of contemporary nursing/midwifery and health care issues.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post Graduate Qualification in Emergency Nursing or other appropriate discipline

Personal Abilities/Aptitudes/Skills:

- > Ability to work within a team framework that fosters an environment that develops employees potential.
- > Skills in using computers and software relevant to the area of practice.

Experience

- > Experience with quality improvement activities.
- > Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.

Knowledge

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

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, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern 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:

Port Lincoln Hospital is a General Hospital providing a full range of services in the Eyre and Far North LHN

Values

EFN LHN

- > **Our Purpose**
- > To drive exceptional health and aged care services across the Eyre and Far North.
- > **Our Vision**
- > A trusted provider of accessible, responsive, and innovative health, disability, and aged care services to support the wellbeing of our diverse communities.
- > **Our Values**
- > **Accountability**
 - o We value taking responsibility for all that we do
 - o We value acting with integrity when striving to achieve our goals
 - o We value following through on what we say we will do
- > **Connected**
 - o We value being part of our local community and our LHN community
 - o We value listening and collaborating with others
 - o We value two-way communication
- > **Respect**
 - o We value every individual and their uniqueness
 - o We value being considerate and kind to ourselves and others
 - o We value the diversity of our communities and the people in them
- > **Caring**
 - o We value providing compassionate care to those who need it
 - o We value putting our consumers at the centre of everything we do
 - o We value taking the time to understand our consumers and their needs

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.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

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: