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## SA Health Job Pack

Job Title	RN2 Infection Control Link Nurse (Community and Allied health)
Eligibility	Open to Everyone
Job Number	757505
Applications Closing Date	19/12/2021
Region / Division	Barossa Hills Fleurieu Local Health Network
Location	Various sites across Barossa Hills Fleurieu Region including Gawler/Barossa, Adelaide Hills and Southern Fleurieu Health Services
Classification	RN2A
Job Status	Temporary Full Time position working up to 31/12/2022
Total Indicative Remuneration	\$103,873 - \$111,052 p.a.

## 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 Check (WWCC) - **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](http://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 <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

<b>Role Title:</b>	ANUM INFECTION PREVENTION and CONTROL
<b>Classification Code:</b>	RN2A (ANUM)
<b>LHN/ HN/ SAAS/ DHA:</b>	Barossa Hills Fleurieu LHN
<b>Hospital/ Service/ Cluster</b>	Barossa Hills Fleurieu LHN
<b>Division:</b>	Nursing
<b>Department/Section / Unit/ Ward:</b>	Community and Allied Health
<b>Role reports to:</b>	Joe Byrne (C&AH) / Anne Price
<b>Role Created/ Reviewed Date:</b>	April 2017
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category</b>	<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:

The ANUM role provides specific support to the Nursing/Midwifery Nurse/Midwife Unit Manager or equivalent in the leadership of nurses/midwives and other disciplines in the Community Health Service at various sites

Provide nursing and/or midwifery services in a variety of health service settings which has been consolidated by experience and/or further study with staff 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 staff.

The IPC Link Nurse role provides specific advice within the Community and Allied Health Sector including but not limited to Community Nursing, Community Aged Care, Mental Health and Aboriginal Health Services.

Within the requirements of the ANUM role, employees in these roles will provide a specialist IPC role:

- Promote continuity and consistency of care in collaboration with other AN/MUM and the Nurse/Midwife Unit Manager or equivalent.
- Assist the Nurse/Midwife Unit Manager or equivalent in the implementation of practice changes;
- Assist the Nurse/Midwife Unit Manager or equivalent in undertaking ward/unit/service management responsibilities, e.g. performance management processes, recruitment, staffing, leave management, rostering, work allocation and attendance management; financial and supplies planning and monitoring.

1. To support good communication throughout the health units regarding measures for optimal infection and prevention control.
2. To increase the awareness of prevention and control of infection in clinical practice.
3. To ensure improved patient outcomes through appropriate monitoring and surveillance measures for the control of infection in South Australian health units

Specific functions of the position:

The ANUM IPC will be actively involved in liaison with the following staff:

- Infection Control Service
- Nursing
- Medical
- Allied Health
- Home Support Staff
- Ancillary staff
- Cleaners (including contractors)
- Consumers
- other as required.

Functions will depend largely on the clinical unit or area (e.g. Community Health Service). Activities may depend on the needs of the area and should be directed by the IPCU in consultation with the local unit manager. The specific functions of the position may include all or some of the following activities: (see points 1-6 below).

### **1. Education of unit staff:**

Education is aimed at increasing the awareness of the importance of infection control practices and providing feedback on local performance.

This may include:

- working with individual staff members
- presentations
- development of knowledge assessments/competencies/key performance indicators

Topics may include:

- hand hygiene practices – what is appropriate and when
- the correct use of personal protective equipment ie appropriate use of gloves
- the correct implementation of standards and application of standard and transmission-based precautions
- management of sharps and waste management
- practices for prevention and control of multi-resistant organisms and anti-microbial stewardship

The ICS is expected to provide the necessary educational materials and to work in consultation with in developing these activities for their specific clinical area.

### **2. Assisting with surveillance/auditing of IPC practices in their clinical area**

Audit tools should be provided by the ICS to address items and requirements of the National Standards for Safety and Quality in Healthcare.

### **3. Identifying potential cross-infection risks**

This involves implementation the principles of surveillance and risk assessment to identify clusters of infection in time, place, and person and identify possible sources of cross-infection on the ward or unit

### **4. Assisting with outbreak investigations**

The ANUM IPC in collaboration with the ICS may be expected to assist in outbreak investigations as per the principles of outbreak investigation. This may include case finding, identification of possible sources of the outbreak as well as communicating with staff on their ward.

### **5. Observation and reporting of compliance issues**

The ANUM IPC may identify issues of non-compliance with IPC policy and/or procedures and should discuss these with their Unit Manager and the ICS for further action as necessary. This may require follow up via agenda items, specific educational activities, auditing, and completion of safety learning system reports or other quality improvement initiatives as determined by the ICS.

## **6. Generation of regular summary reports to the IPCU and their home Unit**

A system of regular reporting should be established to enable the ICS or manager to monitor activities and progress. Such reports may include summaries of auditing (i.e. hand hygiene), education sessions and other activities in the specified area undertaken by the ANUM IPC in collaboration with site IPC nurses

## **7. Management and follow up of Blood body fluid exposures**

## **8. Health care worker pre-employment screen**

## **9. Current health care work vaccination including the annual seasonal influenza program**

### **Key Performance Indicators**

The success of the program in a health unit can be measured by performance indicators including:

- Number of staff educated in the appropriate use of PPE
- Number of staff educated in hand hygiene
- Number of staff educated in aseptic technique
- Number of staff who attended/received other facilitated education
- Hand hygiene observations or audits conducted
- Completion of audits as per BHFLHN audit schedule
- other activities determined by the ICS or local area/unit manager.

### **Direct Reports:**

The ANUM IPC

Nil

### **Key Relationships/ Interactions:**

#### Internal

The ANUM IPC

- > Maintains a close working relationship with the C&AH, Mental Health and Aboriginal Health leadership as required.
- > Maintains a close working relationship with the Program Manager and Team Leaders within C&AH, Mental Health and Aboriginal Health.
- > Maintains a close working relationship with the RN3 Infection Control Nurses within the acute stream.
- > Maintains a close working relationship with the ANUM IPC Link Nurse within acute and aged care sites within BHFLHN.
- > Maintains a close working relationship with the Associate and Nurse/Midwife Unit Manager at all sites.
- > Maintains a close working relationship with the Clinical Senior Allied Health Staff.
- > 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 children, youth, women 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.
- > Multiple sites

**Delegations:**

- > Nil

**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.
- > 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 / BHFLHN 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:**

BHFLHN 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.

**Special Conditions:**

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

- > 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 (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 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.
- > 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, BHFLHN will provide support and assistance in accordance with provisions of the *SA Health (Health Care Act) Human Resources Manual*. Note, however, this Special Condition does *not* apply to existing BHFLHN employees with continuous employment with BHFLHN which commenced prior to 1 October 2016.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.



## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> <li>&gt; Provide proficient, person centred, clinical nursing/midwifery care and/or individual case management to patients/clients in a defined clinical area;</li> <li>&gt; Monitoring patient/client care plans to ensure appropriate care outcomes are achieved on a daily basis;</li> <li>&gt; Oversee the provision of nursing/midwifery care within a team/unit.</li> <li>&gt; 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.</li> </ul>
Support of health service systems	<ul style="list-style-type: none"> <li>&gt; Assists and supports the Nurse/Midwife Unit Manager or equivalent in management, clinical, and education activities;</li> <li>&gt; Plan and coordinate services including those from other disciplines;</li> <li>&gt; Act to resolve local and/or immediate nursing/midwifery care or service delivery problems;</li> <li>&gt; Support change management processes.</li> <li>&gt; 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.</li> </ul>
Education	<ul style="list-style-type: none"> <li>&gt; Participate in clinical teaching, overseeing learning experience, and goal setting for students, new staff and staff with less experience;</li> <li>&gt; 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.</li> <li>&gt; Required to participate in and/or provide clinical teaching and/or research.</li> </ul>
Research	<ul style="list-style-type: none"> <li>&gt; Participate in clinical auditing, clinical trials and/or evaluative research;</li> <li>&gt; Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes;</li> <li>&gt; Assist the Nurse/Midwife Unit Manager or equivalent to maintain and record monitoring and evaluative research activities in the ward/unit.</li> </ul>
Professional leadership	<ul style="list-style-type: none"> <li>&gt; Promote continuity and consistency of care in collaboration with the Nurse/Midwife Unit Manager or equivalent of the ward/unit/service;</li> <li>&gt; Provide shift by shift leadership in the provision of nursing/midwifery care within a team or unit and facilitate patient flow;</li> <li>&gt; Act as a resource person within an area based on knowledge, experience and skills.</li> <li>&gt; Required to undertake specific activity and/or portfolio responsibility.</li> </ul>

## **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.
- > 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.
- > Registered or eligible for registration as a Midwife with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.
- > Enrolled in an approved Mental Health course or holds a qualification in mental health practice.

#### **Personal Abilities/Aptitudes/Skills:**

- > Effective communication, problem solving, conflict resolution and negotiation skills.
- > Ability to work effectively 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, full time equivalent, post registration experience.
- > 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**

- > Where applicable, qualifications relevant to practice setting.
- > Tertiary qualifications in nursing or human services related discipline.
- > Post graduate qualification in Infection Prevention and Control
- > NHHI Gold Standard Hand Hygiene Assessor
- > Completion of Australasian College of Infection Prevention and Control – Foundations of Infection Prevention and Control Vaccine provider course - Understanding vaccines and adult vaccination requirements for workplace programs or similar

#### **Personal Abilities/Aptitudes/Skills:**

- > Ability to work within a team framework that fosters an environment that develops staff 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.
- > Experience in working in the Community Health Context

**Knowledge**

- > Knowledge of the South Australian Public Health System.
- > Knowledge and understanding of how IPC standards and principles translate to services delivered within the Community
- > 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, 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:

## 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:**