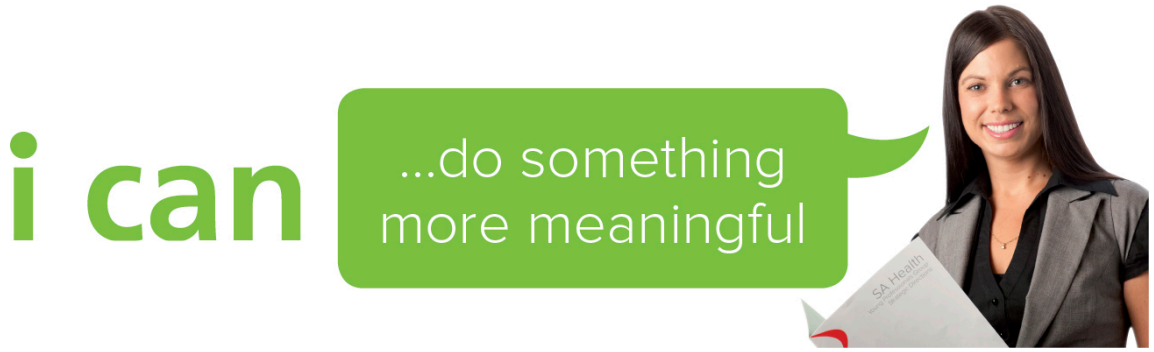


SA Health Job Pack - Casual pool 2021/2022

Job Title	Enrolled Nurse Mental Health Nurse – Casual Pool
Eligibility	Open to Everyone
Job Number	766307
Applications Closing Date	31/10/2022
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Rural & Remote Mental Health Service
Location	Glenside
Classification	ENC/END
Job Status	Casual (up to 31/10/2022), working over a 7 day roster
Salary	ENC: $28.96 - $32.60 per hour plus 25% casual loading END: $30.07 - $33.87 per hour plus 25% casual loading

Contact Details

Full name	Carolyn Manhire
Phone number	7087 1610
Email address	carolyn.manhire@sa.gov.au

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**
- ☒ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ Disability Services Employment Screening - **DHS**
- ☐ 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 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

Government of South Australia
SA Health

ROLE DESCRIPTION

Role Title:	Enrolled Nurse
Classification Code:	Enrolled Nurse (Certificate and Diploma) EN/EN-MA/ENDP
LHN/HN/SAAS/DHA:	Barossa Hills Fleurieu Local Health Network(LHN)
Hospital/ Service/ Cluster	Mental Health (MH)
Division:	Barossa Hills Fleurieu Rural and Remote
Department/Section/Unit/Ward:	Rural and Remote Mental Health (MH) Inpatient Services
Role reports to:	Reports operationally to the Select Position through to the Select Position Select LHN . Professionally reports to the Registered Nurse at a Level 3 classification for clinical practice issues and standards, where the direct line manager is not a Registered Nurse.
Role Created/ Reviewed Date:	Reviewed February 2020
Criminal History Clearance Requirements:	☒ DHS Working With Children Check (WWCC) ☒ NPC – Unsupervised contact with vulnerable groups ☐ DHS Disability Services Employment Screening
Immunisation Risk Category	☒ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☐ Category C (minimal consumer contact)

ROLE CONTEXT

Primary Objective(s) of role

The Enrolled Nurse (EN) contributes to the delivery of a comprehensive and integrated range of evidenced based, recovery oriented services across the multi-disciplinary Select LHN Local Health Network Mental Health (LHN MH) appropriate to the needs of the consumer and the local community.

The EN contributes to the delivery of integrated clinical mental health care to consumers across community, acute and rehabilitation service settings.

Employees at this level work under the direction and supervision of an experienced clinician within the regional LHN MH and at all times, retains responsibility for their actions and accountable in providing appropriate mental health care.

Key Relationships/ Interactions

Internal
- Works under the direct or indirect supervision of a Registered Nurse; and
- Maintains cooperative and productive working relationships within all members of the health care team.

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

Challenges associated with Role

Major challenges currently associated with the role include:

- Working with individuals where there are multiple complexities and diverse cultural backgrounds;
- Recognising and responding to clinical deterioration or other incidents and escalating appropriately; and
- Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies.

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 and 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 (SA) 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 consumers, 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; and
- SA Health / LHN 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 consumer 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

SA Health welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. SA Health 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

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.
- Must be willing to work a 24 hour roster over 7 days – applicable for inpatient setting only.
- Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- 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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check through the Screening and Licensing Unit, Department for Human Services (DHS).
- 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 through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.

- National Police Certificates and Disability Services Employment Screening must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks 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, the LHN 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 LHN employees with continuous employment with the LHN which commenced prior to 1 October 2016.
- Fulfil all SA Health and LHN requirements to ensure registration is maintained including participation in ongoing professional development and relevant clinical supervision requirements.
- Must be willing to undertake mandatory Management of Actual and Potential Aggression training.
- Position duties may change based on changing requirements as determined by MH Executive planning processes.
- Select LHN MH embraces the principles of positive psychology and aims to be a flourishing MH service that impacts meaningfully and positively on the communities it serves. To this end, Select LHN MH promotes the principles of PERMA, as described by Dr Martin Seligman in the Adelaide Thinker in Residence Program, for our staff, consumers and partners.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect consumer care	> Demonstrates knowledge and skill in assessment, care and routine procedures for area of practice. > Implementing appropriate mental health nursing care from consumer care plans in accordance with the relevant scope of practice. > Under the direction of a registered nurse makes decisions and takes initiative to plan and complete nursing care tasks within their scope of practice. > Engages with consumers to provide person-centred care. > Participating in consumer safety and risk minimisation activities and Contributing to procedures for effectively dealing with people exhibiting challenging behaviours.
Support of health setting services	> Provides assistance to other members of the health care team in provision of care to individuals/groups, including overseeing the work of students. > Contributing to teamwork and a positive work culture.
Education	> Provides education to consumers, families and carers. > Continue own professional development, seek learning opportunities and maintains own professional development portfolio of learning and experience. > Attends relevant team meetings, educational and training programs, as required.
Research	> Contributes to research as appropriate. > Recognises the importance of evidence based practice.
Professional leadership	> Under the guidance of a registered nurse coordinates and guides activities of student enrolled nurses.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational

- Enrolled or eligible for enrolment as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills

- Effective communication skills, problem solving skills, conflict resolution and negotiation skills.
- Ability to work in a multidisciplinary team environment.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to prioritise workload, meet set timelines and take initiative.
- Ability to use modern digital and mobile technology.
- Ability to be, creative, innovative and flexible when approaching issues within a healthcare setting.
- Ability to document information clearly and accurately.
- An empathy/understanding of people suffering from a mental illness.
- Commitment to meeting the needs of consumers in the mental health service.
- Ability to engage with Aboriginal community/consumers in a culturally appropriate manner and a willingness to undertake further training in this manner.

Experience

- Experience, within the boundaries of education and skill preparation, in the provision of nursing care in the mental healthcare setting in accordance with the appropriate standards of practice.
- Experience working with Aboriginal consumers.

Knowledge

- Knowledge and understanding the role of the Enrolled Nurse within the Mental Health care setting.
- Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards, National Mental Health Strategy, Mental Health Standards and relevant legislation.
- Knowledge of the Mental Health Act.
- Understanding and/or knowledge of the issues faced by working and living within rural, remote and very remote areas.
- General understanding of Aboriginal culture and a willingness to undertake further training in this area.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Additional education/qualifications in area of mental health.

Personal Abilities/Aptitudes/Skills

- Ability to use technology and computer skills.

Experience

- Experience as an Enrolled Nurse within large health organisational context.
- Experience in Mental Health Rehabilitation / Inpatient / Community service setting.
- Experience in assisting with quality improvement activities within a mental healthcare setting.
- Experience working with and understanding of people from varying cultural backgrounds, including Aboriginal and Torres Strait Islanders.

Knowledge

- Knowledge of health service providers relevant to the local community.
- Knowledge of contemporary professional nursing / mental health issues.
- Knowledge of SA Health and the LHN policies and procedures.
- Knowledge of the South Australian Public Health System.
- Knowledge of the LHN's Mental Health Model of Care.
- Knowledge of legislation pertaining to mental health, in particular:

- Guardianship and Administration Act.
- Equal Opportunity Act.
- Occupational Health Safety and Welfare Act.

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 Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Local Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Riverland Mallee Coorong Local Health Network, Limestone Coast 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 general practitioners and other providers.

Health Network/ Division/ Department:

Six regional LHNs oversee the rural public health system in South Australia (SA). These LHNs provide community, rehabilitation and acute services to approximately a third of SA's population and is the largest service provider in country SA. The Vision of regional LHNs is to transform health care and actively deliver health benefits so that rural and remote South Australians live healthy lives. Within this broader context, the mission of the regional LHNs is to:

- Support rural and remote South Australians to be healthy;
- Commit to partnering with individuals, communities and staff to deliver high quality, high value health care that enhances the lived experience of rural and remote South Australians and their cares and families;
- Commit to enhancing the satisfaction, and promoting the talent, of its workforce.

Select LHN MH's mission is "*To be a flourishing mental health service that impacts meaningfully and positively on the communities it serves*". Within this context, there are 5 key goals that support the achievement of the Directorate's vision of "*Transforming health care and actively delivering health benefit*." These are to achieve:

- Effective, appropriate and sustainable mental health services;
- Access to empowering and appropriate mental health services;
- An appropriate, skilled & well supported mental health workforce;
- Collaborative and research based mental health service planning and policy development;
- Strong leadership through governance, transparency and accountability.

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; and
- 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; and
- 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: