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## SA Health Job Pack

Job Title	Assistant in Nursing – Whyalla Acute
Eligibility	Open to Everyone
Job Number	838759
Applications Closing Date	22 October 2024
Region / Division	Flinders and Upper North Local Health Network
Health Service	Whyalla Hospital
Location	Whyalla
Classification	AIN/AIM
Job Status	Casual (up to 22 October 2024)
Salary	\$28.10 - \$28.93 per hour + 25% casual loading

## Contact Details

Full name	Renee Anderson
Position	Acting Nurse Management Facilitator
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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 [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

Assistant in Nursing/Midwifery - AIN/AIM

<b>Position Number</b>	P24611	
<b>Position Title</b>	Assistant in Nursing/Midwifery	
<b>Classification Code</b>	AIN/AIM	
<b>LHN</b>	Flinders and Upper North Local Health Network (FUNLHN)	
<b>Directorate</b>	Nursing and Midwifery Services	
<b>Location</b>	Whyalla Hospital	
<b>Department/Unit/Ward</b>	All Wards	
<b>Position reports to</b>	Nurse Unit Manager / Director of Nursing	
<b>Delegation Level</b>	No delegation	No delegation
<b>Position Created/Reviewed</b>	April 2017 / July 2023	
<b>Criminal History Clearance Requirements</b>	Working With Children Check (WWCC) (DHS) Unsupervised contact with vulnerable groups (NPC)	
<b>Immunisation Risk Category</b>	Category A	

## Role Context

### Primary objectives of role:

Employees classified at this level support Enrolled and Registered Nurses/Midwives in the delivery of general patient/client care, and undertake basic nursing duties that would otherwise have been performed by an Enrolled or Registered Nurse/Midwife.

Employees at this level are accountable for their own actions.

## Key Result Area and Responsibilities

### Direct/indirect patient/client care

- Assist nurses/midwives in routine tasks with patients/clients associated with the activities of daily living.
- Performs a range of duties that require basic skills, knowledge, training and experience.
- Routine technical support functions at the level of setting up for nursing procedures, cleaning equipment and managing local stock levels.
- Provide person centred care.

### Support of health service systems

- Contributing to the maintenance of a physically and culturally safe environment for patients/clients and staff.
- Participation in quality improvement activities through recording and reporting of data.
- Follows established guidelines, protocols, procedure, standards and systems of work as set out by the organisation.

### Education

- Undertake nursing/midwifery care and procedures that assist them in their learning capacity to develop the competencies required to achieve the qualification in which they are enrolled (within the defined organisational scope of an AIN/M).

### Research

- Contributes to evaluative research activities through recording and reporting of data.

## Knowledge, Skills and Experience

### Essential Minimum Requirements

#### Educational/Vocational Qualifications

- Be enrolled as a student in an undergraduate program in nursing or midwifery (can state year of program eg 3rd year) and have completed any training required by the employer relevant to the safe and competent performance of work at this level; OR
- Be employed on the basis that the person is, or will be, undertaking a course approved by the Registration Authority for the preparation of Enrolled Nurses; OR

- Hold a Certificate III or IV in one of the following health related disciplines:
  - Basic Health Care;
  - Aged Care;
  - Health Services Assistance: (Qualifications to include elective units recommended for AIN Acute care);
  - Home and Community Care;
  - Individual Support Work;
  - Or such other nationally recognised courses approved within the healthcare setting by full agreement of DHA and the ANMF Insert essential qualification/s

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

- Effective verbal and written communication skills.
- Ability to work in a multidisciplinary team environment.
- Ability to provide person-centered care

#### **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**

- Understanding the role of the Assistant in Nursing/Midwifery within the healthcare setting.
- Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.

#### **Desirable Characteristics**

#### **Educational/Vocational Qualifications**

- Qualifications or education courses relevant to role

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

- Ability to work with technology

#### **Experience**

- Provision of personal care to resident/client/patient/ client within Community, Nursing Home or supported accommodation service

#### **Knowledge**

- Knowledge of contemporary nursing and health care issues.

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

##### Internal

- Work under the direct or indirect supervision of a Registered Nurse/Midwife and work may be overseen by an Enrolled Nurse within a care team.
- Maintains cooperative and productive working relationships within all members of the health care team.

### External

- Maintain relationships with non-government organisations or other government organisations.

### Direct reports:

- Nil

### Challenges associated with role:

Major challenges currently associated with the role include:

- Working with children, youth, women and their families where there are multiple complexities and diverse cultural backgrounds.
- Recognising and responding to clinical deterioration or other incidents and escalating appropriately.
- 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.

### Special conditions:

\*NB Reference 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
- Risk-Assessed roles under the National Disability Insurance Scheme (NDIS) (*Practice Standards – Worker Screening Rules 2018*) must obtain a satisfactory NDIS Working Screening Check 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 and NDIS Worker Screening 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.
- Must be an Australian Resident or hold a current working visa.



- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- 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, FUNLHN 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 within the LHN which commenced prior to 1 October 2016.

### General requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 2014 (SA)*, facilitating the recovery, maintenance, or early return to work of employees with work related injuries / illness.
- Equal Employment Opportunities (including prevention of bullying, harassment, and intimidation).
- Meet immunisation requirements as outlined by the *Addressing vaccine preventable disease: Occupational assessment, screening, and vaccination Policy*.
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse and Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- 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.
- 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 / FUNLHN / other relevant departmental policies, procedures and standards.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

#### **Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

#### **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:**

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

#### **Performance development**

It is your responsibility to actively participate in the Performance Review and Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and FUNLHN values and strategic directions.

#### **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.

## **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.

## 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

*The Code recognises that some public sector employees are also bound by codes of conduct relevant to their specific occupation and/or 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.

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<b>Role reports to</b>	Nurse Unit Manager / Director of Nursing	
<b>Delegation Level</b>	No delegation	No delegation
<b>Role Created/Reviewed Date</b>	April 2017 / July 2023	
<b>Criminal History Clearance Requirements</b>	Working With Children Check (WWCC) (DHS) Unsupervised contact with vulnerable groups (NPC)	
<b>Immunisation Risk Category</b>	Category A	

## Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document:

**Name:** \_\_\_\_\_ **Role Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## 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:** \_\_\_\_\_