



ROLE DESCRIPTION

Role Title:	Respiratory Outpatient Service Registered Nurse
Classification Code:	Registered Nurse Level 1 – RN
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network
Hospital/ Service/ Cluster	Royal Adelaide Hospital
Division:	Heart & Lung Program
Department/Section / Unit/ Ward:	RAH Respiratory Services
Role reports to:	Nurse Unit Manager
Role Created/ Reviewed Date:	February 2024
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working with Children Clearance (WWCC) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
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 (<i>minimal patient contact</i>)

ROLE CONTEXT

Primary Objective(s) of role:

The Respiratory Registered Nurse provides an Outpatient service for patients with a variety of Respiratory diseases, their carers, community and health service providers. This service includes education in all aspects of Respiratory Disease management and treatment and longer term follow up for patients and their carers, hospital staff and community education. This service supports community case-management, self-management, education and support of a chronic lung disease, and implements hospital avoidance strategies for patients with a chronic lung disease.

The Registered Nurse enables patient involvement in their treatment plans and is an integral component of the Heart & Lung nursing workforce.

The Registered Nurse level 1 develops from a novice practitioner to a proficient level of professional practice. They consolidate knowledge and skills and develop in capability through continuous professional development and experience. The Registered Nurse accepts accountability for his or her own standards of nursing care and for activities delegated to others.

Direct Reports:

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- > Reports to the Nurse Unit Manager of the Respiratory Services, Heart & Lung program

Key Relationships/ Interactions:

Internal

- > Provides supervision of students.
- > Maintains cooperative and productive working relationships within all members of the health care 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:

- > 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
- > Working with clients with multiple complexities and diverse cultural backgrounds.
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately

Delegations:

- > Nil
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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/LHN/SAAS 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 Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Special Conditions:

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

- > Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.
- > 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 Criminal and Relevant History Screening Assessment.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory criminal and relevant history screening for child related work through the Screening Unit, Department for Communities and Social Inclusion.
- > Criminal Screening and Relevant History screenings must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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. There may be ongoing immunisation requirements that must be met.
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Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient care	<ul style="list-style-type: none"> > Assess individual patient needs, plan, implement and/or coordinate appropriate service delivery from a range of accepted options including other disciplines or agencies. > Provide direct person centred nursing care and/or individual case management to patients on a day by day basis in a with increasing autonomy over time. > Plan and coordinate services with other disciplines or agencies in providing individual health care needs
Support of health setting services	<ul style="list-style-type: none"> > Participate in quality improvement activities that contribute to patient safety, risk minimisation and safe work activities within the practice setting. > Contribute to procedures for effectively dealing with people exhibiting challenging behaviours.
Education	<ul style="list-style-type: none"> > Provide health promotion and education, to patients or groups and carers to improve the health outcomes of individual. > Support nursing practice and learning experiences for students undertaking clinical placements, orientation for new staff and preceptorship of graduates.
Research	<ul style="list-style-type: none"> > Participate in evaluative research activities within the practice setting. > Use foundation theoretical knowledge and evidenced based guidelines to achieve positive patient care outcomes.
Professional leadership	<ul style="list-style-type: none"> > Provide, with increasing capacity over time, support and guidance to newer or less experienced staff, Enrolled Nurses, student nurses and other workers providing basic nursing care. > Review decisions, assessments and recommendations from less experienced Registered Nurses and Enrolled Nurses and students.

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.

Personal Abilities/Aptitudes/Skills:

- > Effective communication skills including, problem solving, conflict resolution and negotiation skills.
- > Ability to work effectively within a multidisciplinary team.
- > Ability to prioritise workload.
- > Ability to be, creative, innovative and flexible when approaching issues within a healthcare setting.
- > Demonstrated commitment to providing consumer/client and family centred care.

Experience

- > Demonstrated competence in Respiratory area of nursing practice in accordance with the appropriate standards of practice.

Knowledge

- > Knowledge and understanding of the role of the Registered General Nurse within a healthcare setting
- > 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.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Qualifications relevant to Respiratory Health issues.

Personal Abilities/Aptitudes/Skills:

- > Ability to use technology and computer skills.

Experience

- > Experience in quality improvement activities eg the development and/or implementation of clinical standards, practice guidelines, protocols/audits and quality indicators.

Knowledge

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

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 Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

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.

CALHN Heart & Lung Program

The Heart & Lung Program of the Central Adelaide Local Health Network is a dynamic service providing expert care to Eastern Central & Western Adelaide. It serves the South Australian Community through a multidisciplinary patient focused model, delivering care at the Royal Adelaide Hospital, the Queen Elizabeth Hospital, Hampstead Rehabilitation Hospital, and various Outpatient Outreach and local Community Services.

Acute & Chronic Respiratory and Cardiology & Cardiothoracic Surgery are provided to manage a diverse range of complex health issues. Services are extensive across all sites and programs with specialised and generalist staff to care for both younger and older patients entrusted to our care. Non-clinical support staff and volunteers ensure that we are partnering with both clinicians and patients to provide a safe and supportive health care environment.

We are committed to our community through a partnership approach in delivering healthcare that promotes wellness through illness prevention and proactive treatment of disease. The Heart & Lung programme strives to provide care which is culturally respectful, accessible and responsive to the needs of Aboriginal & Torres Strait Islander people.

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: