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SA Health Job Pack

Job Title	Clinical Nurse
Eligibility	Open to Everyone
Job Number	699333
Applications Closing Date	15/12/2019
Region / Division	Women's and Children's Health Network
Health Service	Child & Family Health Service
Location	Ceduna
Classification	RNM2
Job Status	Part time, 32 hours per week, ongoing
Total Indicative Remuneration	\$87,817 - \$112,041

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 Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ 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 B (indirect 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 B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)

Contact Details

Full name	Rosalie Carne
Phone number	8303 1673
Email address	Rosalie.Carne@sa.gov.au

NOTE: Please refer to the accountability statement at the end of this document.

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

Role Title:	Clinical Nurse
Classification Code:	Registered Nurse Level 2
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network (WCHN)
Hospital/ Service/ Cluster	Acute & Community Services
Division:	Child & Family Health Service
Department/Section / Unit/ Ward:	
Role reports to:	Operationally to Regional Team Manager (RN4/AHP4) Professionally to respective Regional Team Manager (RN4)
Role Created/ Reviewed Date:	June 2019
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances)

ROLE CONTEXT

Primary Objective(s) of role:

Provide nursing services that have been consolidated by experience and/or further study. Staff at this level are developing from competent to proficient practitioners.

Accept accountability for own practice standards, activities delegated to others and the guidance and development of less experienced staff.

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

Direct Reports:

> Nil

Key Relationships/ Interactions:

Internal

- > The Clinical Nurse maintains a close working relationship Associate Nurse Unit Manager (Level 2) and Advanced/Nurse Unit Manager.
- > Maintains cooperative and productive working relationships with 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 and other government organisations.

Challenges associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> > 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, 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.
Delegations:
As per WCHN Delegations
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:
<p>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:</p> <ul style="list-style-type: none"> > <i>Work Health and Safety Act 2012</i> (SA) and when relevant WHS Defined Officers must meet due diligence requirements. > <i>Return to Work Act 2014</i> (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). > <i>Children's Protection Act 1993</i> (Cth) – 'Notification of Abuse or Neglect'. > Disability Discrimination. > <i>Independent Commissioner Against Corruption Act 2012</i> (SA) > <i>SA Information Privacy Principles</i> > Relevant Awards, Enterprise Agreements, <i>Public Sector Act 2009</i> (SA), <i>Health Care Act 2008</i> (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. > <i>Health Practitioner Regulation National Law (South Australia) Act 2010</i> > <i>Mental Health Act 2009</i> (SA) and Regulations > <i>Controlled Substances Act 1984</i> (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/WCHN 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.

Special Conditions:

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue. Existing employees who have undertaken a Police Check and are cleared and then subsequently charged with an offence are required to inform their Line Manager immediately.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met. Nursing staff performing immunizations as part of their role will be deemed to be Category A.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > Dependent on having current drivers licence and willingness to drive.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.

Key Result Area and Responsibilities

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

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

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

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 healthcare setting

Experience

- > Registered Nurse 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 supervision 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 health care setting.
- > Knowledge of contemporary professional nursing/midwifery and health care issues.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Additional relevant tertiary qualifications in nursing or human services related discipline.

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 in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.

Knowledge

- > Nil

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:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- > Specialist hospital services
- > Primary health care and population health programs
- > Integrated community care services
- > Services to address the health and well being of particular populations, including Aboriginal Health Programs
- > Education and training programs
- > Research.

Acute Services Directorate:

The Acute Service Directorate provides state-wide services and programs comprising the following 8 Divisions:

- **Child and Family Health Service** including the provision of state wide feeding, settling, child development and parenting services through Central Nursing Services (the Universal Contact Visit, Family Home Visiting Program, Clinic services including consults, health checks, groups and Day Service), Early Parent – Child Services (Centre for Parenting and Children and Families Integration Service), Torrens House and the Parent Helpline
- Aboriginal Health
- Community Health
- Medical Imaging
- Paediatric Medicine
- Pharmacy
- Surgical Services
- Women's and Babies

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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:



Women's and Children's Health Network

Strategic Management Plan 2018-2020

Our Purpose: Improving the health and wellbeing of our community

Lead

Imagining the future

- Care for our staff so that we can care for our community
- Continue to strengthen person and family centred care
- Enable an innovative and productive culture to ensure we are delivering excellent care
- Ensure women, youth and children's safety
- Improve health outcomes for Aboriginal women, children and families
- Improve wellbeing and resilience of our young people
- Plan for the new Women's and Children's Hospital
- Work towards embedding a focus on the first 1000 days of life

Partner

Together we do better

Build a caring, innovative, productive and safe workplace culture that enables an engaged, skilled workforce

Create a climate to foster research excellence and translation into practice

Embed collaboration, teamwork and partnership to lead quality service delivery for a range of complex needs

Encourage consumer and community engagement at all levels

Envision what excellence in care and continuous learning means

Deliver

Improving the experience

Key goals

Achieve ongoing accreditation under the National Safety and Quality Health Service Standards

Capitalise on service delivery benefits of modernised ICT infrastructure

Deliver greater efficiencies across outpatient services

Develop resourceful strategies for sustainment of current WCH site

Ensure that all of our services are financially sustainable

Implement recommendations from the Child Protection Systems Royal Commission

Implement successful CAMHS and CaFHS service model improvements



Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from.

Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers

develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.