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## SA Health Job Pack

<b>Job Title</b>	Enrolled Nurse (multiple opportunities)
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	878233
<b>Applications Closing Date</b>	20/9/2024
<b>Region / Division</b>	Barossa Hills Fleurieu Local Health Network
<b>Health Service</b>	Angaston Hospital
<b>Location</b>	Angaston
<b>Classification</b>	ENC/END
<b>Job Status</b>	Multiple Permanent Part-time positions available (hours to be negotiated), working over a 7 day roster
<b>Salary</b>	ENC: \$62,128 - \$69,935 p.a. (pro rata) END: \$64,503 - \$72,651 p.a. (pro rata)

## Contact Details

<b>Full name</b>	Trudy Vaughan
<b>Phone number</b>	8563 8500
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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

<b>Role Title</b>	<b>Enrolled Nurse</b>
<b>Classification Code</b>	<b>Enrolled Nurse (Certificate/Diploma/Medication) EN/ENDP/ENMA</b>
<b>Position Number</b>	<b>P20280</b>
<b>Local Health Network</b>	Barossa Hills Fleurieu Local Health Network Inc (BHFLHN)
<b>Hospital/Service/Cluster/RSS</b>	Angaston
<b>Department/Section/Unit/Ward</b>	Acute ward
<b>Role reports to</b>	Nurse Unit Manager
<b>Role Review Date</b>	22/07/2024
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Screening <a href="#">Please click here for further information on these requirements</a>
<b>Immunisation Risk Category</b>	Category A (Direct Contact with blood or body substances) <a href="#">Please click here for further information on these requirements</a>

### ROLE CONTEXT

#### Primary Objective(s) of role:

The Enrolled Nurse supports the Registered Nurse/Midwife in the provision of person-centred care consistent with regulatory and statutory requirements. Practice at this level is from novice to proficient Enrolled Nurse practice. Employees at this level work under the direction and supervision of the Registered Nurse/Midwife, however at all times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing nursing/midwifery care.

#### Direct Reports:

> Nil

#### Key Relationships/ Interactions:

##### Internal

- > Works under the direct or indirect supervision of a Registered Nurse and or Midwife
- > Interact with the Nursing Team in the course of performing the duties of this role.
- > Maintains effective working relationships with all members of the Health Service and staff from other agencies.
- > Works as a member of the team to achieve team outcomes in a cooperative and constructive manner.

##### External

- > Work with patients/carers/families as may be required by the role under the direction of the supervising Nurse.
- > Clients of the Health Service.
- > Other Government Agencies.
- > Other Health Units/Services.

#### 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.

#### Delegations:

> Nil

## Resilience

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

## Performance Development

It is your responsibility to actively participate in the Performance Review & 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 Barossa Hills Fleurieu Local Health Network Inc. 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:

- > SA Health Respectful Behaviour (including management of bullying and harassment) Policy.
- > *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 and Young People (Safety) Act 2017 (SA) '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 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 / Barossa Hills Fleurieu Local Health Network Inc. 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:**

Barossa Hills Fleurieu Local Health Network Inc. welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace Barossa Hills Fleurieu Local Health Network Inc. 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

- > 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 (WWCC) 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 (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates 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.
- > NDIS Worker Screening Check 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.
- > Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.
- > **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
<b>Direct/indirect patient/client care</b>	<ul style="list-style-type: none"> <li>&gt; Demonstrates knowledge and skill in assessment, care and routine procedures for area of practice.</li> <li>&gt; Under the direction of a registered nurse makes decisions and takes initiative to plan and complete nursing care tasks within their scope of practice.</li> <li>&gt; Engages with patients/clients to provide person centred care.</li> </ul>
<b>Support of health setting services</b>	<ul style="list-style-type: none"> <li>&gt; Contributes to quality improvement.</li> <li>&gt; Provides assistance to other members of the health care team in provision of care to individuals/groups, including overseeing the work of an AIN/M and students.</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>&gt; Provides education to patients/clients, families and carers.</li> <li>&gt; Contributes to the education of others.</li> <li>&gt; Continue own professional development, seek learning opportunities and maintains own professional development portfolio of learning and experience.</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>&gt; Contributes to research as appropriate.</li> <li>&gt; Recognises the importance of evidence-based practice.</li> </ul>
<b>Professional Leadership</b>	<ul style="list-style-type: none"> <li>&gt; Under the guidance of a registered nurse coordinates and guides activities of student enrolled nurses and assistants in nursing.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > 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**

- > Must demonstrate effective written and verbal communication and interpersonal skills to enable effective communication with people from a variety of cultural and linguistic backgrounds and experiences.
- > Ability to work effectively and respectfully in a team environment and contribute to a cohesive, positive, and motivated organisational culture.
- > Ability to work under direction and close supervision.
- > Ability to engage with Aboriginal community/consumers in a culturally appropriate manner and a willingness to undertake further training in this matter.

#### **Experience**

- > Experience in the provision of nursing care in the healthcare setting in accordance with the appropriate standards of practice.
- > Experience in the use of computer software such as Microsoft Office Suite – Outlook, Word, Excel etc.
- > Experience working with Aboriginal consumers.

#### **Knowledge**

- > Employees must understand their responsibility to maintain the integrity, confidentiality and security of official information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only access and/or release information in accordance with the requirements of their role, relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > General understanding of Aboriginal culture and a willingness to undertake further training in this area.

### **DESIRABLE CHARACTERISTICS**

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

- > Other relevant community, lifestyle, health certificate level training.

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

- > Ability to use technology and computer skills.
- > Ability to recognise and deal discreetly with confidential matters and demonstrate integrity.

#### **Experience**

- > Experience in assisting with quality improvement activities within a healthcare setting.

#### **Knowledge**

- > Knowledge of contemporary nursing and health care issues.
- > Working knowledge of Work health and Safety practices.

## 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.

### Health Network/Division/Department:

Barossa Hills Fleurieu Local Health Network has an employed workforce of over 3000.

The LHN encompasses country hospitals and health services that provide support and services to approximately 12% of the South Australian population.

The region is an area of significant population growth for South Australia. Our sites and services are located at Mt Barker, Gawler, Victor Harbor (Southern Fleurieu), Strathalbyn, Kingscote, Mt Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda. The LHN has 11 public hospitals, 6 aged care facilities and an extensive range of community-based services.

A range of clinical services are delivered including Acute care, Medical, Accident and Emergency, Surgery, Birthing and Midwifery, Specialist Consultancy, Renal Dialysis, Chemotherapy, Transfusions, Rehabilitation, Residential Aged Care, Respite Care, Transitional Care Packages, Aboriginal Health, Mental Health, Allied Health, Community Health (Country Health Connect), Community Nursing, Palliative Care, Community Home Support Packages and Home Modifications.

The Rural and Remote Mental Health Service at Glenside, Adelaide, provides services to the region with a team including psychiatrists, psychologists, social workers, occupational therapists and mental health nurses. There are also specialist youth mental health clinicians and access to specialist older persons mental health services.

The Barossa Hills Fleurieu Local Health Network is the host LHN for the Rural Support Service. The RSS supports all six regions LHNs by bringing together a number of specialist clinical and corporate advisory functions focused on improving quality and safety.

Angaston is a 24 bed acute facility offering a 24hr Emergency Service and Surgical Services to the local and regional community. The Hospital offers care to Medical, Surgical, Palliative Care, Transitional Care, Care Pod and Paediatric patients. Nurse working at Angaston will experience a diverse range of patients and be involved in the care of those presenting to Emergency as well as those in the Acute setting. Surgical Service are predominantly Day Surgery with a broad range of visiting specialties including Orthopaedics, Gynaecology, General Surgery, Plastics, Urology, Ophthalmology and Gastroenterology.



## Values

### BHFLHN Values

The values BHFLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our Local Health Network:

- > We are committed to the values of trust, respect, integrity, collaboration, and kindness.
- > 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.

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.

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:**

**Date:**

**Signature:**

## 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:**

**Date:**

**Signature:**