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SA Health Job Pack

Job Title	Nurse Consultant - Hallett Team
Job Number	679543
Applications Closing Date	25/1/19
Region / Division	Central Adelaide Local Health Network
Health Service	Mental Health Services
Location	Tranmere
Classification	RN-3
Job Status	Permanent full-time
Indicative Total Remuneration*	\$121,191/\$128,298

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.

Contact Details

Full name	Michelle Hilton
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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:	Nurse Consultant		
Classification Code:	RN3	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network [CALHN]		
Hospital/Service/Cluster	Mental Health Directorate [MHD]		
Division:	Mental Health		
Department/Section/Unit/Ward:			
Role Reports To:	Team Manager - Hallett Team		
Role Created/Reviewed Date:	22 March 2018		
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)		

ROLE CONTEXT

Primary Objective(s) of Role:

The Nurse Consultant provides clinical nursing expertise for specified individual consumers/groups and provides clinical leadership in the assigned team/unit. Clinical leadership includes providing direct mental health care, providing clinical leadership to nurses within the team/unit and coordination and leadership of allocated projects/standards which contribute clinical expertise to improve consumer care.

Within the framework of the National Mental Health Policy and National Standards and in a manner consistent with the stated vision and values of SA Health, the Nurse under the guidance of, or with access to a Level 5 Mental Health Nurse, uses the process of nursing to deliver and oversight comprehensive mental health nursing care within a designated practice setting. The Nurse Consultant accepts accountability for the outcomes of nursing practices for the specific consumer group and for addressing inconsistencies between practice and policy. The provision of education, counselling and group work is considered essential components of care which are directed towards the attainment of optimum consumer health and recovery. This involves consultation and liaison with other professional disciplines and non-governmental organisations.

Direct Reports:

Professionally:

- Accountable to the Nursing Co-Director, MHD through the nursing structure.

Functionally:

- Accountable to the Nursing Co-Director through the Service Manager.

Key Relationships/Interactions:

Internal

- Personally accountable and responsible for safe, effective nursing practice; practicing within own level of skills and maintaining a contemporary knowledge base.
- Providing direct line reports and maintaining cooperative and productive working relationships with all members of the team/unit.
- Providing clinical leadership with allocated team/unit.
- Maintaining close collaborative working relationships with all level 3 and level 4 nurses.
- Providing direct support to less experienced nurses.
- Engaging in ongoing professional development and maintenance of own clinical competence.
- Leading significant work related to achievement of standards within the Mental Health Directorate.

External

- Developing and maintaining cooperative and productive working relationships with all members of the wider Mental Health Directorate team, CALHN and non-governmental organisations.

Challenges Associated with Role:

Major challenges currently associated with the role include:

- Capacity to manage multiple responsibilities within the allocated team/unit and wider Mental Health Directorate.
- Ability to engage others in service development related to national standards.

Delegations:

- As described in the CALHN Financial and Human Resources Instruments of Delegation.
- May be required to directly supervise Enrolled Nurses, Graduate Nurses and newer Mental Health Nurses.
- May be required to undertake higher duties.

Resilience:

CALHN 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/CALHN/MHD OWIs and SSIs.

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:

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

- The incumbent will be required to work a Monday - Friday roster.
- The incumbent will be required to drive a government plated vehicle.
- The incumbent may be required to relieve in another area of the MHD based on staffing and demands.
- Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.
- 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.
- 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).
- 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide direct/indirect consumer care	<ul style="list-style-type: none"> ▪ Provide direct, expert clinical nursing care, select and implement different therapeutic interventions, provide individual case management to a defined population of consumers and evaluate progress. ▪ Plan and coordinate services with other disciplines or agencies in providing individual health care needs. ▪ Undertake the nursing care role with a significant degree of independent clinical decision making. ▪ In a multidisciplinary setting, apply nursing expertise to assess consumers, select and implement different therapeutic interventions, support programs and evaluate consumer progress. ▪ Provide effective complex discharge planning/hospital avoidance through the provision of education, equipment and referral.
Support of health service systems	<ul style="list-style-type: none"> ▪ Contribute expert nursing assessment and advice to local clinical teams to achieve integrated nursing care within a risk management framework. ▪ Contribute to the development and sustainability of nursing skills for the needs of the specific population group using systems of resource and standards promulgation. ▪ Lead quality improvement activities that contribute to consumer safety, risk minimisation and safe work activities within the practice setting. ▪ Contribute specific expertise to nursing/midwifery practice through clinical protocol and standards development. ▪ Lead systems to ensure compliance with clinical standards.
Education	<ul style="list-style-type: none"> ▪ Provide health promotion and education to consumers, groups and carers to improve the health outcomes of individuals. ▪ Complete mandatory in-service programs. ▪ Engage in regular clinical supervision. ▪ Support nursing practice and learning experiences for nurses through direct education sessions, support of undergraduate/graduate/new nurses and orientation. ▪ Monitor competence of nurses within allocated team/unit.
Research	<ul style="list-style-type: none"> ▪ Contribute to clinical practice research.
Professional leadership	<ul style="list-style-type: none"> ▪ Lead nursing clinical practice within the professional practice framework established by the Director of Nursing. ▪ Developing and maintaining a learning environment, taking a coaching approach to team development, individual capability development and performance management. ▪ Using standards, performance data and benchmarks to analyse and improve consumer care in the practice setting consistent with current evidence based clinical care.

	<ul style="list-style-type: none"> ▪ Contribute to the redesign of care and treatment practices.
Commitment to consumer and carer participation	<ul style="list-style-type: none"> ▪ Encouraging, promoting and supporting active participation of consumers and carers in service delivery at the individual treatment planning level and wider health service governance.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- Registered as a Nurse with the Nursing & Midwifery Board of Australia for at least three years and holds a current practising certificate.
- Holds a qualification in mental health nursing equivalent to a Graduate Diploma in Mental Health Nursing.

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Personal Abilities/Aptitudes/Skills:

- Effective leadership skills
- Ability to manage multiple demands
- Ability to lead clinical practice change
- Able to foster a workplace which develops staff skills
- Demonstrated commitment to consumer and carer participation.
- Ability to use initiative and work under limited supervision.
- Ability to work collaboratively with consumers, carers, other agencies and community services.
- Ability to work in a multidisciplinary team.
- Ability to analyse, reflect and be objective.
- Demonstrated ability to plan, implement and evaluate mental health nursing care.

Experience:

- Demonstrated high level of mental health nursing practice in accordance with the appropriate standards of practice.
- High level computer literacy in the current nursing and clinical information systems e.g. CBIS, EPAS, OACIS and operational software.
- Demonstrated experience in leading clinical change processes.

Knowledge:

- Knowledge and understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the ANMC Code of Professional Conduct for Nurses in Australia and the Commissioner for Public Sector Employment Code of Ethics for the South Australian Public Sector.
- Knowledge and understanding of legislative responsibilities for Work Health and Safety, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of contemporary mental health nursing and health care issues.
- Knowledge of community support services and referral processes.
- Knowledge of National Mental Health Strategy/Policy/Plan.
- Knowledge of National Quality Standards.

- Knowledge of the recovery framework.
- Familiarity with aspects of medication management including knowledge of relevant medications, indications, common dosages, side-effects, special precautions, drugs of abuse.
- Knowledge and understanding of relevant legislation, principles and codes of practice.
- Knowledge of equal opportunities, cultural diversity and Work, Health and Safety policies in the Government.
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DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- Masters of Nursing or equivalent.

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.
- Ability to analyse complex data.
- Ability to undertake presentations to community and professional groups.
- Self-motivated and applies initiative to professional development requirement.

Experience:

- Experience with quality improvement activities.
- Experience in evaluating the results of nursing research and integrating, where relevant the results into nursing practice.
- Experience in management and leadership roles.
- Experience in a broad range of mental health clinical settings

Knowledge:

- Knowledge of the South Australian public health system.
- Knowledge of contemporary professional nursing issues.
- Knowledge of research methodology and aspects of community orientated care.
- Breadth and depth of knowledge base is sufficient to enable to act in RN5 role as required.

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.

Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonatLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Mental Health Directorate:

The CALHN MHD provides comprehensive inpatient and community based mental health care to people living within the CALHN catchment area. Services are located in the two general hospitals, at Glenside Health Services and at a range of community sites. Services are available for people from 16 years. The directorate partners with multiple government and non-

government services in the coordination of treatment and support services. The service is multidisciplinary and employs a range of medical, nursing, allied health and lived experience workers. The service is committed to the genuine engagement of consumers and carers as partners in service delivery.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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: