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SA Health Job Pack

Job Title	Enrolled Nurse - Mental Health Support Programme
Job Number	657150
Applications Closing Date	19/10/2018
Region / Division	Central Adelaide Local Health Network
Health Service	Mental Health Service
Location	Fullarton
Classification	ENC/END
Job Status	Part-time Temporary up to 02/12/2019
Indicative Total Remuneration*	\$60,308 – \$72,878 (pro rata)

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	David Lao
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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:	Mental Health Enrolled Nurse
Classification Code:	MHEN
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network [CALHN]
Hospital/Service/Cluster	Mental Health Directorate [MHD]
Division:	
Department/Section/Unit/Ward:	
Role Reports To:	Nurse Unit Manager/Team Manager
Role Created/Reviewed Date:	27 th 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:

A Mental health [MHEN] is an employee who is enrolled with the Nursing and Midwifery Board of Australia. The MHEN 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, however at all times the MHEN retains responsibility for his/her actions and remains accountable in providing nursing/midwifery 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 MHEN under the guidance of, or with access to a Mental Health Nurse, uses the process of nursing to deliver direct and comprehensive nursing care to consumers within a designated practice setting. 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:

Directly responsible to the supervising Registered Nurse
Professionally accountable to the Nursing Co-Director, MHD through the nursing structure.
Functionally accountable to the Nursing Co-Director through the Nurse Unit Manager or Team Manager.

Key Relationships/Interactions:

Internal

- > Personally accountable and responsible for safe, effective, nursing practice.
- > Responsible for practice within own level of skills and contemporary knowledge base relevant to professional background.
- > May be responsible for supporting less experienced Enrolled Nurses.
- > Engaging in professional development and maintenance of own clinical competence
- > Consulting and collaborating with other health care professionals both within the health service and the community to ensure optimal consumer outcomes.

External

- > Developing and maintaining cooperative and productive working relationships with all members of the

health care team and non-governmental organisations

Challenges Associated with Role:

Working with registered nurses assist in assessment of consumers and the development of a multi-disciplinary treatment plans to ensure regular flow of consumers through the service.

Provide direct nursing care to consumers using recovery based principles to address mental health, physical health and social needs using a strengths approach.

Work collaboratively with other mental health units/teams, other agencies and wide health service.

Delegations:

As described in the CALHN Financial and Human Resources Instruments of Delegation.

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 24-7 roster.
- > The incumbent may be required to drive a government palate 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"> > Demonstrates knowledge and skill in assessment, care and routine procedures for area of practice. > Under the direction of a registered nurse makes decisions and takes initiative to plan and complete nursing care tasks within their scope of practice. > Participating in the promotion of mental health and prevention of ill health. > > Engages with consumers to provide person centred care.
Support of health service systems	<ul style="list-style-type: none"> > Participate in quality improvement activities that contribute to consumer safety, risk minimisation and safe work activities within the practice setting. > Provides assistance to other members of the health care team in provision of care to individuals/groups, including overseeing the work of AINs and students. > Contribute to practices to prevent and effectively deal with consumers exhibiting challenging behaviours.
Education	<ul style="list-style-type: none"> > Provides education to consumers, families and carers. > Contributes to the education of others. > Continue own professional development, seek learning opportunities and maintains own professional development portfolio of learning and experience. > Complete mandatory in-service programs. > Engaging in regular clinical supervision. > 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. > Recognises the importance of evidence based practice.
Professional Leadership	<ul style="list-style-type: none"> > Under the guidance of a registered nurse coordinates and guides activities of student enrolled nurses and AINs.
Commitment to consumer and carer participation by:	<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 and holds a current practising certificate.
- > Hold a qualification in mental health nursing equivalent to a Graduate Diploma in Mental Health Nursing.

Personal Abilities/Aptitudes/Skills:

- > Competency in clinical skills appropriate to the area.
- > 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 team.
- > Effective communication (verbal & written), organisation and time management skills.
- > Ability to analyse, reflect and be objective.
- > Demonstrated ability to plan, implement and evaluate mental health nursing care.

Experience:

- > Demonstrated competence in mental health nursing practice in accordance with the appropriate standards of practice.
- > Experience in basic computing skills.
- > Demonstrated experience and skills in the areas of assessment, planning care, evaluation of care, provision of therapeutic interventions and understanding of group processes and counselling.

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.
- > Knowledge of the emergency demand management principles.
- > 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.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Post Graduate studies relevant to area of practice

Personal Abilities/Aptitudes/Skills:

- > Self-motivated and applies initiative to professional development requirement.
- > Ability to prioritise work-loads and manage own time effectively and efficiently.
- > Demonstrate a willingness to consolidate and develop further skills.

Experience:

- > Experience in a broad range of mental health clinical settings.
- > Experience in supervisory roles in a clinical setting.

Knowledge:

- > Knowledge of wider health industry.
- > Beginning knowledge of research methodology and aspect of community orientated care.
- > Knowledge of working effectively with community based organisations.

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 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

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:

Version Control and Change History

Version	Date from	Date to	Amendment
V1	23.3.18	Until review	Original version

