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## SA Health Job Pack

Job Title	Forensic Court Nurse Consultant – Forensic Court Diversion & Assessment Service (FCADS)
Eligibility	Open to Everyone
Job Number	756894
Applications Closing Date	4 June 2021
Region / Division	Northern Adelaide Local Health Network
Health Service	Northern Mental Health Service
Location	Adelaide CBD
Classification	RN/M3
Job Status	Temporary Full-Time – Up until 1 July 2024
Total Indicative Remuneration	\$129,187 - \$136,739 p.a

## Contact Details

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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 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:

- ☐ Working with Children Screening - **DHS**
- ☒ 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## **Risk Category C (minimal patient contact)**

- *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 C (minimal patient contact). [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 <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

<b>Role Title:</b>	Nurse Consultant Forensic Court Diversion Service
<b>Classification Code:</b>	Registered Nurse/Midwife Level 3
<b>LHN/ HN/ SAAS/ DHA:</b>	Northern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster</b>	Mental Health
<b>Division:</b>	FMHS
<b>Department/Section / Unit/ Ward:</b>	Forensic Court Service
<b>Role reports to:</b>	Nursing Director Level 5 – Forensic MHS
<b>Role Created/ Reviewed Date:</b>	November 2018
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children Check - WWCC (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

Employees classified at this level use their clinical knowledge and experience to provide the pivotal co-ordination of patient/client care delivery in a patient/client care area within a Health Unit/Community Service. The main focus of this role is the co-ordination of assessment of consumers scheduled to appear in Magistrates Courts in South Australia to achieve continuity and quality of patient/client care and outcomes. The main focus of this role is to assist the Attorney General Dept of SA and provide advice to Magistrates courts around consumers who are to appear before the courts, with the aim to assist in the reduction of 269 orders being issued against persons for minor offences and then refer them back to the Forensic Service. Various practice models may be used to enact this role, including but not limited to Court Diversion models used in other states in Australia.

Employees in this role accept accountability for the outcomes of nursing/midwifery practices and/or multidisciplinary outcomes in the specific practice setting; for addressing inconsistencies between practice and policy; and for developing team performance and a positive work culture in the interest of patient/client outcomes.

### Direct Reports:

- Direct reports to this position can include
- > Level 1 & 2 RN/Ms
  - > Enrolled Nurses

**Key Relationships/ Interactions:**Internal

- > Reports directly to the Nursing Director-Forensic Mental Health Service Level 5.
- > Maintains close collaborative working relationships with all level 3, 4 & 5 Nurses within the Forensic Mental Health Service of SA, Medical Head of Unit for Court Liaison Service & the Team Leader Forensic Court Service.
- > Maintains close collaborative working relationships with all Level 3, 4 & 5 Nurses across Northern Adelaide Local Health Network (NALHN)
- > Provides direct line report and maintains cooperative and productive working relationships within all members of the health care team of the Court Diversion Service.
- > Provides direct line report and maintains develops, supports and works collaboratively with less experienced members of the nursing/midwifery team & relevant medical and allied health teams.
- > Collaborative working relationships with the multidisciplinary team and people and culture consultants.
- > Works in close collaboration with the Administration for Courts SA in assisting with provision of information and court reporting for consumers needing Mental Health State Examination.

External

- > Maintains relationships with non-government organisations or other government organisations.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Managing a team and addressing inconsistencies in between practice and policies/procedures
- > Monitor and manage unit resources and promote a culture of due diligence
- > Keeping up-to-date with professional standards of practice, implementing and monitoring evidence based care and quality and safety initiatives
- > Dealing appropriately with and relevantly with patients and their families where there can be multiple complexities, diverse cultural backgrounds and consumer expectations.

**Delegations:**

NIL

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Direct/indirect patient/client care</b>	<p>To assess defendants brought before the Metropolitan Magistrate courts that may have been identified as a result of a custodial screening process or have been referred to the Forensic Court Liaison Service with a mental health or cognitive impairment or are suspected of having one.</p> <p>This will include the triage of referrals, the completion of a mental health and risk assessment, obtaining collaborative information from previous treatment providers to support the psychiatric opinion and provision of a court with a psychiatric opinion and recommendations to assist the court Magistrate in determining the court outcome.</p>
<b>Support of health service systems</b>	<ul style="list-style-type: none"> <li>&gt; Use available information systems: to inform decision making, to implement and co-ordinate processes for quality improvement, to monitor and analyse incidents and accidents, to ensure quality and safety is not compromised, to evaluate outcomes and convey information to staff.</li> <li>&gt; Document all clinical information according to SA Health policy and the Forensic Court Liaison service procedures; maintain relevant data bases to capture court statistics and activity as directed by the Forensic Court Liaison service management.</li> <li>&gt; Provide education and information to the local stakeholders (Courts SA, Health, NGO's). This will include the development of a bi-annual education schedule in consultation with local stakeholders to meet their specific education requirements.</li> <li>&gt; Maintain professional involvement and development through the attendance and participation at weekly team meetings and professional and planning days.</li> <li>&gt; Contribute to the development of, implementation of, and monitoring of corporate policies and processes and lead in their area of expertise.</li> <li>&gt; Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures.</li> </ul> <p>Maintain productive working relationships and manage conflict resolution.</p>
<b>Education</b>	<ul style="list-style-type: none"> <li>&gt; Hold a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role.</li> <li>&gt; Ensure mechanisms are in place to support ongoing education where work and learning are integrated.</li> <li>&gt; Develop and maintain a learning environment, taking a coaching</li> </ul>

	approach to team development, individual capability development and performance development.
<b>Research</b>	<ul style="list-style-type: none"> <li>&gt; Participation in research and Practice Improvement Projects pertaining to the FMHS and Court Diversion processes</li> <li>&gt; Contribute specific expertise to monitor and evaluate research activities in order to improve nursing or midwifery practice and service delivery.</li> <li>&gt; Establishing, implementing and evaluating systems, which ensure best practice/evidence and patient/client outcomes.</li> <li>&gt; Applies evidenced based recommendations to improve practice and service function.</li> <li>&gt; Uses metrics and research outcomes to identify the need for future evaluation or research action in order to improve practice and service delivery.</li> </ul>
<b>Professional leadership</b>	<ul style="list-style-type: none"> <li>&gt; Provides leadership and direction, acts as a role model, mentor, consultant and resource person.</li> <li>&gt; Lead the Nursing/Midwifery team within the professional practice framework established by the Director of Nursing/Midwifery, and where appropriate, lead a multi-disciplinary team.</li> <li>&gt; Leads changes to models of care &amp; can provide sound advice to other stakeholders in Courts SA, Legal Aid etc.</li> <li>&gt; Participate in workgroups/programs for patient/client outcomes that extend beyond the unit/service/workplace.</li> </ul>

## **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.
- > Enrolled in an approved Mental Health course or holds a qualification in mental health practice.

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

- > Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation skills.
- > Ability to work effectively within a multidisciplinary team.
- > Ability to review and improve models of care to be person and family centred.
- > Demonstrated highly developed negotiation and problem solving skills.
- > Proven ability for flexibility, innovation and creativity with in the whole of service setting.
- > Demonstrated ability in leading and promoting consumer engagement initiatives
- > Demonstrated ability in the leadership and facilitation of change management.

#### **Experience**

- > Registered Nurse and or Midwife with at least 3 years post registration experience.
- > Demonstrated competence in the relevant area of nursing and/or midwifery practice in accordance with the relevant standards
- > Experience in management and leadership roles, particularly in the Forensic Mental Health Field.
- > Proven advanced mental health assessment, diagnostic interviews and risk assessment skills.

#### **Knowledge**

- > Sound working knowledge of relevant SA Mental Health Legislation and other legal frameworks.
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards
- > Knowledge of Australian National Safety and Quality and Safety Health Service Standards
- > Knowledge of contemporary professional nursing and or midwifery and health care issues.

### **DESIRABLE CHARACTERISTICS**

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

- > Where applicable, qualifications relevant to practice setting.
- > Tertiary qualifications in nursing and or midwifery or human services related discipline (Graduate Diploma or Master level)

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

- > Advanced Skills in using computers and software relevant to the area of practice.

## **Experience**

- > Experience in relevant area of Court Report Writing is desirable.
- > Experience in the financial, asset and human resources management of a ward/unit/service.
- > Experience in facilitating nursing or midwifery related research and applying findings to the area of practice.
- > Experience in organisational strategic planning.
- > Experience in working as a Nurse Educator/Consultant conducting workplace audits and provision of education to staff.

## **Knowledge**

- >
- > Knowledge of the South Australian Public Health & Legal System



### Special Conditions:

- > 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.
- > *Prescribed Positions* under the *Child Safety (Prohibited Person) Act (2016)* must obtain a satisfactory criminal and relevant history screening for child related work through the Screening Unit, Department of Human Services.
- > Criminal Screening and Relevant History screenings must be renewed every 5 years thereafter from date of issue for 'Prescribed Positions' under the *Child Safety (Prohibited Person) Act (2016)* or every 3 years thereafter from date of issue for 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* made in pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

### General Requirements:

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).
- > *Child Safety (Prohibited Person) Act (2016)*.
- > 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
  - > Relevant policies, procedures and standards of SA Health and the Northern Adelaide Local Health Network.
- \*NB Reference to legislation, policies and procedures includes any superseding versions.

### **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.

### **Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### **White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

### **Cultural Commitment:**

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

### **Resilience:**

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

## Organisational Context

### SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > 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
- > Riverland Mallee Coorong Local Health Network
- > South East Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

### Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 19/20 for NALHN is \$790M with a workforce of 3,857 FTE / 5,240 head count.

## NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas. Our Board:

- > Ray Blight (Chair)
- > Anne Burgess
- > Michael Forwood
- > Frank Lampard OAM
- > Mary Patetsos
- > Dr Carolyn Roesler
- > Linda South

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

## 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.

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.

## 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**

<b>Version</b>	<b>Date from</b>	<b>Date to</b>	<b>Amendment</b>
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	14/05/20	Minor formatting with order of information amended.
V4	15/05/20		Organisation Context Updated