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SA Health Job Pack

Job Title	Registered Mental Health Nurse/Clinical Mental Health Nurse – Wondakka CRC
Job Number	656340
Applications Closing Date	27 July 2018
Region / Division	Northern Adelaide Local Health Network
Health Service	Mental Health Services
Location	Elizabeth Vale
Classification	RN/M1/RN/M2CN
Job Status	Permanent Full-Time
Indicative Total Remuneration*	\$73,735 - \$109,183 p.a.

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	Christine Dickinson
Phone number	74854363
Email address	Christine.Dickinson@sa.gov.au



Government of South Australia
SA Health

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



Northern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

TITLE OF POSITION: Clinical Nurse (Mental Health)	ADMINISTRATIVE UNIT: SA Health – Northern Adelaide LHN
Classification: RN Level 2	Health Unit: Adult Community Mental Health
Classification Reviewed:	Division: NALHN Adult Mental Health Service
	Department / Section: Community Teams
	Position No:
	Position Created:

Job and Person Specification Approval

_____/__8__/_17____
CEO or Delegate Date

JOB SPECIFICATION

1. PREAMBLE

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 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. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- GP Plus Health Care Centres and Super Clinics
- Sub-Acute
- Mental Health Services (including two statewide services – Forensics and Adult Older Persons)

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.

SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

The Clinical Nurse will provide advanced mental health nursing services in primary health, secondary tertiary or quaternary service settings.

The Clinical Nurse is accountable for own practice standards, activities delegated to others and the guidance and development of less experienced staff.

REPORTING/WORKING RELATIONSHIPS (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

The Clinical Nurse:

- Reports to the Team Manager (Level 3 or 4).
 - Maintains a close working relationship with other nurses.
 - Maintains cooperative and productive working relationships with all members of the health care team.
 - Supports and works collaboratively with less experienced members of the nursing team.
-

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.

SPECIAL CONDITIONS (such as non-metropolitan location, travel requirements, frequent overtime, etc)

- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.'
- The incumbent will be required to participate in the organisation's annual Performance Review & Development Program.
- Hours and conditions as per contract.
- Some out of hours work may be required.
- May be required to work within other locations of the Northern Adelaide LHN.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- All SA Health sites are smoke free
- Required to have a current drivers licence and willingness to drive a government plated vehicle

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (group in to major areas of responsibility / activity and list in descending order of importance)

1. Assists with the provision of professional high quality patient care within the ward/unit/service aimed at improving patient health outcomes through:

Improving nursing and patient care procedures and practices by:

- Providing direct nursing care and/or individual case management to patients/clients on a shift by shift basis in a defined clinical area;
- Assessing individual patient/client needs, planning and implementing or coordinating appropriate service delivery from a range of accepted options;
- Providing health education, counselling and rehabilitation programs to improve the health outcomes of individual patients/clients or groups;
- Planning and coordinating services with other disciplines or agencies in providing individual's health care needs;
- Contribution to patient safety, risk minimisation and safe work activities within the practice setting;
- Practicing as a Registered Nurse within a nursing model established to support patient/client centred care,
- Contributing to procedures for effectively dealing with people exhibiting challenging behaviours.

Contributes to the human resource management of the unit/service by:

- Reviewing decisions, assessments and recommendations from less experienced Registered Nurses and Enrolled Nurses, Assistants in Nursing and Nursing students;
- Providing support and guidance to newer or less experienced Registered Nurses, Enrolled Nurses, Assistants in Nursing, Student Nurses and other workers providing basic nursing care;
- Supporting nursing practice learning experiences for students undertaking clinical placements, orientation for new staff and Preceptorship or graduates;

2. Contributes to the achievement of nursing best practice and where relevant facilitates the development and application or relevant nursing research by:

- Participating in quality assurance and/or evaluative research activities within practice setting;
- Using foundation theoretical knowledge and evidence based guidelines and applying these to a range of activities to achieve agreed patient care outcomes.

3. Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education:

- Continuing own professional development, seek learning opportunities and developing and maintaining own professional development portfolio of learning and experience.

4. Contribute to the health and safety of themselves, fellow employees and clients by:

- Acting in accordance with their responsibilities under the Work Health and Safety legislation;
- Ensuring all staff have an understanding of their responsibilities under Work Health and Safety legislation;
- Ensuring staff are wearing personal protective equipment and clothing if required by the nature of the work;
- Reporting incidents, work injuries and potential work hazards;
- Developing safe working procedures
- Responding to employees concerns and enquiries on health and safety, whether they be made directly or through Health and safety representatives
- Understanding and adhering to operating policies, procedures and safety rules;
- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including Work Health and Safety requirements

5. Demonstrate responsibility and commitment to Infection Control policy by using Standard Precautions strategies and actions as outlined in the Hospital Infection Control Manual

6. Provides transformational leadership to achieve the strategic goals of the organisation by:

- Inspiring staff towards a shared vision
- Espousing the Hospital nursing values that guide our behaviour towards each other, the decisions we make and how we provide our services;
 - Trust** *Being transparent in the way we work*
 - Integrity** *Being true to yourself*
Being consistent both publicly and privately
 - Respect** *Valuing diversity*
Applauding ideas
Recognition of everyone's contribution
- Acting as a role model of expected nursing leadership behaviours;
 - Enables and empowers staff,
 - Celebrates success and recognises staff for their achievements,
 - Fair and equitable in support of staff,
 - Provides challenges to the work
 - Builds collaborative relationships with Medical staff, Allied Health and Business consultants.
- Working collaboratively with the Nurse Unit Manager to develop and monitor the strategic and annual operating plans for the Service/unit/ward ensuring plans are aligned with the corporate vision and strategic direction;
- Representing the Division's interest in Corporate activities/committees;
- Contributing to the promotion of nursing and the hospital by establishing external networks and participating in nursing and corporate promotional activities;
- Collaborating in the development and implementation of policies, objectives and criteria for standards of care across the Hospital;
- Maintaining an effective communication system which fosters a patient centred, outcome focused approach;
- Acting in accordance with the profession's Code of Conduct and Ethics;
- Accepting accountability for own actions and activities delegated to others.

7. 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.

8. Contributes to patient safety and quality by adhering to the Australian Charter of Health Care Rights, understanding the intent of the Australian National Safety & Quality Health Service Standards and participating in quality improvement activities as necessary.

9. All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.

10. 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.

Acknowledged by Occupant: _____ Date: ____/____/____

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

- Registered or eligible for registration as a Nurse by the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate. Must be enrolled in an approved Mental Health course or hold a qualification in mental health practice.
-

Personal Abilities/Aptitudes/Skills

- Effective communication skills including, problem solving, conflict resolution and negotiation skills.
 - Ability to work effectively within a multidisciplinary team.
 - Ability to prioritise workload.
 - Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.
 - Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and Work Health and Safety;
 - Quality management and client oriented service;
 - Risk management
 - Recovery in mental health practice
-

Experience

- Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.
 - Registered Nurse with at least 3 years post registration experience
-

Knowledge

- Knowledge and understanding of the role of the Registered Nurse within a healthcare setting.
- Understanding of the requirements of the Health Practitioner Regulation National Law (South Australia) Act 2010.
- 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 (2003) and the Commissioner for Public Employment Code of Conduct for Public Employees.
- Knowledge and understanding of legislative responsibilities for Work Health and Safety, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of Quality Improvement Systems as applied to a healthcare setting.
- Understanding of Work Health and Safety principles and procedures
- Understanding of the Australian National Safety & Quality Health Service Standards.
- National Standards for Mental Health Services
- Knowledge of the Mental Health Act 2009 & Amendments

DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- Where applicable, qualifications relevant to specialty.
-

Experience

- Proven experience in basic computing skills, including email and word processing
 - Experience with quality improvement activities.
-

Knowledge

- Knowledge of contemporary professional nursing issues
-

Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

- Graduate / Post graduate qualifications mental health nursing
 - Tertiary qualifications in nursing or human services related discipline
-

Other details



Northern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

TITLE OF POSITION: Registered Nurse (Mental Health)	ADMINISTRATIVE UNIT: SA Health – Northern Adelaide LHN
Classification: RN Level 1	Health Unit: Northern Mental Health
Classification Reviewed:	Division: Mental Health
	Department / Section: Community Teams
	Position No:
	Position Created:

Job and Person Specification Approval

Nursing Director

____/____/____
Date

JOB SPECIFICATION

1. PREAMBLE

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SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

The Registered Nurse provides mental health nursing services in primary health, secondary, tertiary or quaternary service settings.

The Registered Nurse consolidates knowledge and skills and develops in capability through continuous professional development and experience.

The Registered Nurse accepts accountability of own standards of nursing care and for activities delegated to others.

REPORTING/WORKING RELATIONSHIPS (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

The Registered Nurse:

- Reports to the Team Leader/Manager(Level 3 or 4) or to the relevant position in your local health unit/service/ward;
 - Provides the direct or indirect supervision of Nursing Students.
 - Collaborative working relationships with all nursing and multidisciplinary staff.
-

HANDLING OF OFFICIAL INFORMATION

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SPECIAL CONDITIONS (such as non-metropolitan location, travel requirements, frequent overtime, etc)

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- Contribution to patient safety, risk minimisation and safe work activities within the practice setting;
- Practicing as a Registered Nurse within a nursing model established to support patient/client centred care,
- Contributing to procedures for effectively dealing with people exhibiting challenging behaviours.

Contributes to the human resource management of the unit/service by:

- Reviewing decisions, assessments and recommendations from less experienced Registered Nurses and Nursing Students;
- Providing support and guidance to newer or less experienced staff, Student Nurses and other workers providing basic nursing care;
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Integrity *Being true to yourself*

Being consistent both publicly and privately

Respect *Valuing diversity*

Applauding ideas

Recognition of everyone's contribution

- Acting as a role model of expected nursing leadership behaviours;
 - Enables and empowers staff,
 - Celebrates success and recognises staff for their achievements,
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 - Provides challenges to the work
 - Builds collaborative relationships with Medical staff, Allied Health and Business consultants.

- Working collaboratively with the Team Leader/Manager to develop and monitor the strategic and annual operating plans for the Service/unit/ward ensuring plans are aligned with the corporate vision and strategic direction;
 - Representing the Division's interest in Corporate activities/committees;
 - Contributing to the promotion of nursing and the hospital by establishing external networks and participating in nursing and corporate promotional activities;
 - Collaborating in the development and implementation of policies, objectives and criteria for standards of care across the Hospital;
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 - Must be enrolled in an approved Mental Health course or hold a qualification in mental health practice.
-

Personal Abilities/Aptitudes/Skills

- Effective communication skills including, problem solving, conflict resolution and negotiation skills.
 - Ability to work effectively within a multidisciplinary team.
 - Ability to prioritise workload.
 - Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.
 - Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and Work Health Safety;
 - Quality management and client oriented service;
 - Risk management
 - Recovery in mental health practice
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Experience

- Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.
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Knowledge

- Knowledge and understanding of the role of the Registered Nurse within a healthcare setting.
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- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of Quality Improvement Systems as applied to a healthcare setting.
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- Knowledge and understanding of the 2009 Mental Health Act & Amendments

DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

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Knowledge

- Knowledge of contemporary professional nursing issues
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- Graduate and Post graduate qualifications relevant to mental health nursing
 - Tertiary qualifications in nursing or human services related discipline
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