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SA Health Job Pack

Job Title	Registered Nurse
Eligibility	Open to Everyone
Job Number	754838
Applications Closing Date	14 th May 2021
Region / Division	Southern Adelaide Local Health Network
Health Service	Drug and Alcohol Services South Australia, Withdrawal Services Glenside
Location	Glenside
Classification	RN1
Job Status	More than one position - Full-time, Ongoing
Total Indicative Remuneration	\$73,733 to \$100,605

Contact Details

Full name	Verity Burkett
Phone number	7087 1704
Email address	verity.burkett@sa.gov.au

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Working with Children 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 - see Career Information, or by referring to the nominated contact person above.

Immunisation

Risk Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances) [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <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 M56925

Role Title:	Registered Nurse
Classification Code:	Registered Nurse Level 1
LHN/ HN/ SAAS/ DHW:	SAHLN
Hospital/ Service/ Cluster:	DASSA
Division:	Residential and Clinical outreach
Department/Section / Unit/ Ward:	Withdrawal Services Glenside
Role reports to:	Advanced Nurse Unit Manager
Role Created/ Reviewed Date:	June 2019
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

Employees classified at this level provide nursing and/or midwifery services in health service settings. Employees working within this level develop from novice practitioners to a proficient level of professional practice. They consolidate knowledge and skills and develop in capability through continuous professional development and experience. An employee at this level accepts accountability for his or her own standards of nursing/midwifery care and for activities delegated to others.

The Registered Nurse is responsible for the assessment and delivery of comprehensive nursing care and the individual case management of clients living with drug and alcohol problems, and their families/carers within any designated practice setting within DASSA.

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

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

Direct Reports:

> Advanced Nurse Unit Manager for the delivery of nursing care and program delivery

Key Relationships/ Interactions:

Internal

- > Director Residential and Clinical Outreach, Director of Nursing (Level 6.3) for operational and professional nursing practice through the Advanced Nurse Unit Manager DASSA Withdrawal Services.
- > Advanced Nurse Unit Manager for the delivery of nursing care and program delivery.

External

- > Provides the direct or indirect supervision of Students and Enrolled Nurses.
 - > Collaborative working relationship with all nursing staff.
- Maintains cooperative and productive working relationships within all members of the health care team.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Dealing appropriately and relevantly with children, youth, women and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately
- > Working within an inpatient service with behaviourally and medically complex clients.

Delegations:

(Levels/ limits of authority in relation to finance, human resources and administrative requirements as defined by Departmental delegations and policies.)

- > Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none">> Conducting a comprehensive nursing and Bio-psycho-social assessment including nursing observations.> Formulating a care plan in consultation with the client and others that establishes priorities and identifies expected outcomes.> Evaluating client care against planned outcomes and acting to modify and review care plans when necessary.> Providing nursing care for clients experiencing withdrawal symptoms, including administering and monitoring the effects of prescribed medications.> Providing education, counselling and group-work to promote health and harm minimisation for clients, their partners/families.> Referring clients to other agencies as appropriate.> Providing information on treatment and services for workers from other health services.> Acting as an advocate for clients.> Being accountable to self, clients, unit and organisation for standards of practice.> Administer ordered medical regimes and treatments.> Contribute to maintaining standards of clinical competence by facilitating professional growth and development of others and self.> Contribute to the functioning of the nursing team by relating and

	working with other members of the DASSA Multidisciplinary Team.
Support of health service systems	<ul style="list-style-type: none"> > Participating in orientation programs and acting as a preceptor for peers and be prepared to provide clinical supervision for other DASSA workers on request and in negotiation with Manager. > Providing direct supervision of, and education and clinical teaching for students on placement. > Responding to requests to meet the educational needs of professional and community volunteer groups and either assist in or provide programs to meet those needs and encouraging workers from other agencies to encourage their services to address alcohol and other drug issues. > Providing consultation and support for peers, other community groups, sharing knowledge and skills at appropriate opportunities. > Ensure that needs for support and clinical supervision are met in accord with DASSA policies. > Ensure knowledge, skills and service provision is in keeping with current alcohol and other drug practices by accessing the latest literature, attending professional and DASSA seminars and workshops. > Planning, reviewing and evaluating service delivery activities and its outcomes. > Using good clinical and time management practices and systems by planning, prioritising activities for efficiency and timely completion of work. > Providing timely appropriate documentation of program planning and evaluation and statistical data. > Providing timely information and understanding on work processes and outcomes for community programs to DASSA management and other relevant bodies. > Assisting in policy development by drafting or making comments on draft guidelines and procedures. > Participating in quality assurance programs. > Ensuring familiarity with and acting in accordance with DASSA and Residential and Clinical Outreach policies, procedures and guidelines. > Utilising research data on current best practice in intervention and health promotion and incorporating findings into daily practice. > Providing a safe, healthy environment for staff and clients, in line with the Work Health and Safety Act. > Assisting with other projects or programs aimed at attaining DASSA's corporate goals > Acting as a role model to other staff. <p>Ensuring that work practices meet the standards of their profession.</p>
Education	<ul style="list-style-type: none"> > Provide health promotion and education, to patients/clients or groups and carers to improve the health outcomes of individual. > Support nursing/midwifery practice and learning experiences for students undertaking clinical placements, orientation for new staff and preceptorship of graduates. > Participating in and contributing to in-service education programs.
Research	<ul style="list-style-type: none"> > Participate in evaluative research activities within the practice setting. > Use foundation theoretical knowledge and evidenced based guidelines to achieve positive patient/client care outcomes.
Professional leadership	<ul style="list-style-type: none"> > Provide, with increasing capacity over time, support and guidance to newer or less experienced staff, Enrolled Nurses, student nurses and other workers providing basic nursing care. > Review decisions, assessments and recommendations from less experienced Registered Nurses/ Midwives and Enrolled Nurses and students.

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 holds, or who is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills:

- > Ability to work effectively within a multidisciplinary team.
- > Effective communication skills including, IT skills (basic computing skills, including email and word processing) problem solving, conflict resolution and negotiation skills with clear and concise communication.
- > Care for clients whose physical health is compromised because of the use of alcohol and other drugs.
- > Effective client advocacy and interpersonal skills and take a non-judgmental approach, able to educate, liaise with and provide consultancy to other professionals and agencies.
- > Demonstrated ability to work under varying workload demands, maintain accurate records, meet deadlines, analyse problems, formulate suitable solutions, make decisions, set and achieve objectives.

Experience:

- > Experience working with aggressive/disruptive clients with complex needs.
- > Experience in providing a variety of therapeutic techniques including counselling individuals at risk, their families and significant others.
- > Experience in providing services to clients, in a multidisciplinary team, inpatient setting including Drug and alcohol Assessment, Intervention and evaluation.
- > Recent experience in drug and alcohol withdrawal management bio-psycho-social assessment, the principles of primary health care and harm minimisation.

Knowledge:

Understanding of the requirements of:

- > Health Practitioner Regulation National Law Act 2009 and the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- > Work Health and Safety principles, Quality Management, Risk management principles and procedures.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Post graduate Bachelor of Nursing, Mental Health Nursing experience and or Postgraduate qualification in Addiction Studies.

Personal Abilities/Aptitudes/Skills:

- > Facilitate client groups.

Knowledge:

- > Relevant legislation related to speciality field and area of practice.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (Cth).
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > 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.
- > 24 hour, 7 day rotating roster
- > The position is located within Withdrawal Services however the Registered Nurse may be required to work within other locations of the DASSA and or SA Health as required.
- > Some out of hours work may be required.
- > A current South Australian driver's licence and willing to drive is highly desirable.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017* (SA) 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012* (SA).
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and 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.

Resilience:

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

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 Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

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:

Drug and Alcohol Services South Australia (DASSA) Residential and Clinical Outreach Services:

DASSA forms a part of the Mental Health and Substance Abuse Division of the Department of Health and is responsible for the provision of a state-wide service which addresses alcohol, tobacco, pharmaceutical and illicit drug issues across the state. Withdrawal Services provides assessment and inpatient medical detoxification for people withdrawing from alcohol and a range of other drugs

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
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	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019	04/06/2019	Added categories for immunisation requirements on front page.
V6	05/06/2019		Updated changes to the Criminal Relevant History and Screening.