

i can

...do something  
more meaningful

## SA Health Job Pack

Job Title	Infection Control Nurse Advisor
Eligibility	Open to Everyone
Job Number	707340
Applications Closing Date	11 October 2019
Region / Division	Department for Health and Wellbeing
Health Service	Communicable Disease Control Branch, Infection Control
Location	Adelaide
Classification	RN/M4
Job Status	Full Time / Ongoing Appointment
Salary	\$113,983-\$118,808

## Contact Details

Full name	Lauren Klose
Position Title	Administration / Data Officer
Phone number	7425 7113
Email address	lauren.klose@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 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 - <b>DHS</b>	<b>Yes</b>
Vulnerable Person-Related Employment Screening - <b>NPC</b>	<b>No</b>
Aged Care Sector Employment Screening - <b>NPC</b>	<b>No</b>
General Employment Probity Check - <b>NPC</b>	<b>Yes</b>

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

## Immunisation Risk Category

**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>	Infection Control Nurse Advisor (Advanced Nurse / Midwife Educator)
<b>Classification Code:</b>	RN/M-4
<b>LHN/ HN/ SAAS/ DHW:</b>	Department for Health & Wellbeing
<b>Division:</b>	Health Regulation and Protection
<b>Department/Section / Unit/ Ward:</b>	Communicable Disease Control Branch, Infection Control
<b>Role reports to:</b>	Director, Infection Control
<b>Role Created/ Reviewed Date:</b>	(Classified under new award structure 4/2/08), updated 11 September 2017
<b>Criminal History Clearance Requirements:</b>	<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)
<b>Immunisation Risk Category Requirements:</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:

The Infection Control Nurse Advisor contributes to the prevention of health care associated infection in South Australia by:

- providing expert advice on matters pertaining to infection prevention and control to the SA Department of Health and Wellbeing, other government departments, and infection control coordinators in a variety of clinical and community settings.
- providing high level statewide leadership by ensuring the provision of best practice infection prevention and control policies and guidelines, that are consistent with national and international guidelines and standards; and
- collaborating with other healthcare professionals in the investigation of outbreaks of infectious diseases in healthcare settings, and incidents involving significant breaches in clinical practice.

The Infection Control Nurse Advisor also contributes to the development and implementation of national infection control policy, standards and guidelines through membership of relevant national committees and expert working groups.

### Direct Reports:

None

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Director, Infection Control Service and is required to liaise directly with other staff in the Communicable Disease Control Branch and Health Regulation and Protection.

#### External

- > The Infection Control Nurse Advisor is part of a multi-disciplinary team and works closely with infection control coordinators, statewide groups, professional organisations, clinicians and other health professionals.
- > The Infection Control Nurse Advisor represents the Department of Health and Wellbeing on national infection control committees and expert working groups when required.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > establishing and maintaining effective, collaborative working relationships with key stakeholders;
- > ensuring timely and effective communication pertaining to infection prevention and control issues;
- > keeping abreast of emerging issues and assessing the quality of evidence on new strategies for prevention of infection.

### Delegations:

None

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Providing Expert Advice	<p><b>Assists with the provision of professional high quality advice and guidance within South Australia, aimed at improving health outcomes through</b></p> <p><b><i>Improving nursing/midwifery and patient care procedures and practices by:</i></b></p> <ul style="list-style-type: none"><li>&gt; Ensuring that expert written and verbal advice, on matters pertaining to infection control, is provided to the Department of Health and Wellbeing, other government departments, infection control coordinators and community-based healthcare professionals to promote best practice infection prevention and control in all South Australian healthcare settings.</li><li>&gt; Assisting with the preparation of briefings and correspondence for the Minister and others on matters related to health care associated infection and infection prevention and control.</li><li>&gt; Providing high-level statewide leadership to infection control coordinators by:<ul style="list-style-type: none"><li>&gt; representing the Department of Health and Wellbeing on state and national infection prevention and control and other relevant committees;</li><li>&gt; providing leadership and organisational support for the South Australian Network of Infection Control Teams (SANIT) and its sub-committees.</li></ul></li><li>&gt; participating in statewide infection prevention and control strategic planning.</li><li>&gt; Collaborating with staff within CDCB, Health Regulation and Protection and other government departments to.</li><li>&gt; develop infection control educational and promotional material suitable for use in health care facilities and the community;</li><li>&gt; develop proposals for, facilitate and/or implement, statewide infection prevention awareness campaigns.</li></ul>

Policies , Guidelines and Education	<p><b>Contributes to the achievement of nursing/midwifery best practice and where relevant, facilitates the development and application of relevant research by:</b></p> <ul style="list-style-type: none"> <li>&gt; Ensuring that Department of Health and Wellbeing, other government departments, infection control coordinators and community-based healthcare professionals are provided with best practice policies and guidelines (consistent with national and international guidelines and clinical standards) on strategies to control or prevent healthcare associated infections by:</li> <li>&gt; managing the on-going revision of the state infection prevention and control policies and guidelines;</li> <li>&gt; ensuring that all policies and guidelines are in alignment with current legislative requirements and applicable Australian Standards;</li> <li>&gt; reviewing draft policies and guidelines written by staff within other government departments or the private sector when requested.</li> <li>&gt; Developing statewide resources and tools to assist in implementation of best practice policies and guidelines.</li> <li>&gt; Coordinating and facilitating statewide infection prevention and control education by:</li> <li>&gt; developing, implementing and evaluating a statewide education program for novice infection control link nurses and champions;</li> <li>&gt; developing and delivering education on infection prevention topics to clinicians and professional organisations when requested and in response to current issues.</li> </ul>
Professional Development	<p><b>Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education by:</b></p> <ul style="list-style-type: none"> <li>&gt; Attendance at professional conferences and participating in relevant training and development activities as required;</li> <li>&gt; Presentation of significant findings in peer reviewed infection control publications as appropriate.</li> </ul>
Investigations and Advice	<p><b>In addition the Infection Control Nurse Advisor will be required to:</b></p> <ul style="list-style-type: none"> <li>&gt; Collaborate with staff of CDCB, and health units or community-based practices in the investigation of cases of healthcare associated transmission of communicable diseases including blood borne viruses, and critical incidents related to a failure of cleaning, disinfection or sterilisation of medical equipment and advising on appropriate interventions to prevent recurrence</li> </ul>
Workplace Relations	<p><b>Contribute to the effective maintenance of workplace relations within the Communicable Disease Control Branch by:</b></p> <ul style="list-style-type: none"> <li>&gt; Participating in relevant decision making processes, especially with regard to the administrative support services, policies and procedures;</li> <li>&gt; Participating in the attainment and maintenance of a work ethos that focuses on the achievement of identified program/service outcomes</li> </ul>
Innovative and Efficient Approaches	<p><b>Contribute to the provision of innovative and efficient approaches to the Communicable Disease Control Branch's service development and delivery by:</b></p> <ul style="list-style-type: none"> <li>&gt; Undertaking relevant continuous improvement activities;</li> <li>&gt; Maintaining effective links and relationships within the Department of Health, with health units and with external organisations, as required.</li> </ul>
Corporate Compliance	<p>Contribute to the well-being of people in South Australia through participation 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.</p>

	<p>Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.</p>
--	--

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Registered or eligible for registration as a General Nurse by the Nurses Board of South Australia and who holds, or who is eligible to hold, a current practising certificate.

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

Demonstrated ability in:

- > providing leadership and implementing and managing change by identifying infection control problems and developing appropriate strategies for resolution;
- > working both independently under limited supervision and collaboratively as a member of a multi-disciplinary team;
- > communicating effectively with a wide range of professional and non-professional people, both in verbal and written formats, communicating on sensitive issues with tact and diplomacy.
- > setting priorities and ensuring that goals are achieved in a timely manner;

#### **Experience:**

Demonstrated experience in:

- > developing and managing an infection control program, including the development of best practice guidelines and policies for infection control;
- > delivery of relevant healthcare worker education and information;
- > implementing and managing change in the workplace;

#### **Knowledge:**

A sound knowledge of:

- > communicable diseases and the principles of disease prevention and control, utilising the techniques of outbreak investigation and management;
- > adult learning principles and methods of information delivery;
- > the legal and ethical context of healthcare associated infection surveillance and control.

### **DESIRABLE CHARACTERISTICS**

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

- > A postgraduate qualification in infection control, epidemiology or public health, or is a Credentialed Infection Control Professional.

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

- > Demonstrated skill in using the SA government standard computer software applications e.g. Microsoft Office, Microsoft Outlook.

#### **Experience:**

- > Experience in policy and/or guideline development.

#### **Knowledge:**

- > Knowledge of the principles of risk management and patient safety issues.

**Special Conditions:**

- > Some out of hours work may be required.
- > Occasional intra- and interstate travel will be required.
- > The incumbent may participate in special projects as required.
- > The incumbent will uphold the values of the Department of Health and Wellbeing as reflected in the Strategic Plan.
- > The incumbent may be required to enter into an annual performance agreement for the achievement of Branch outcomes.
- > 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.

**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's Protection Act 1993 (Cth) – '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:

The Health Regulation and Protection Division works with and for the South Australian community to improve public health and clinical care. This encompasses providing services, advice, education, support, policy, leadership and advocacy, administering legislation and partnering with service providers, government agencies and the non-government sector to identify and respond to current and emerging public health and clinical issues and opportunities. The Health Regulation and Protection Division comprises of the following Branches:

- Office of the Chief Public Health Officer
- Communicable Disease Control Branch
- Health Protection and Licencing Services
- Emergency Management
- Blood, Organ and Tissue Programs

The Communicable Disease Control Branch aims to reduce the incidences of communicable and infectious diseases in SA through the following service areas:

- Specialist Services Section
- STI & Blood Borne Virus Section
- Disease Surveillance and Investigation
- Immunisation Section
- Infection Control Service
- Data & Corporate Services

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

**Name:**

**Signature:**

**Date:**