

Position	PDDI Enrolled Nurse
Classification	Enrolled Nurse (Certificate and Diploma) EN/EN-MA/ENDP
Division	Drug and Alcohol Services South Australia (DASSA)
Department / Section / Unit / Ward	Alcohol & Drug Information Service (ADIS)
Role reports to	Operationally: <ul style="list-style-type: none"> > Reports to Manager of ADIS (RN3) for operational and HR matters > Reports to the IDDI Operations Coordinator (ASO4) for day to day operational matters > Professionally: <ul style="list-style-type: none"> > Is also accountable to the Director of Nursing (Level 6.3) for professional standards >
CHRIS 21 Position Number M56848	Role Created / Review Date 17/10/20242024
Criminal History Clearance Requirements <input checked="" type="checkbox"/> National Police Check <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check)	Immunisation Risk Category Category C (minimal patient contact)

JOB SPECIFICATION

Primary Objective(s) of role:

The Illicit Drug Diversion Initiative (IDDI) Enrolled Nurse supports the provision of the IDDI service by responding to diversion notifications from South Australian Police Officers (SAPOL) and undertaking administrative functions in line with the Drug Diversion Line (DDL) operations manual.

The Enrolled Nurse will also respond to calls made over night to the Drug and Alcohol Clinical Advisory Service and the SAPOL Psych line.

Direct Reports: (List positions reporting directly to this position)

> Nil

Key Relationships / Interactions:

Internal:

- > Reports to Manager of ADIS (RN3) for operational and HR matters
- > Reports to the IDDI Operations Coordinator (ASO4) for day-to-day operational matters
- > Works alongside DASSA Withdrawal Services nursing staff (RN1) at the Glenside Health Service
- > Is also accountable to the Director of Nursing (Level 6.3) for professional standards.
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External:

- > • SAPOL officers and external health professional (callers)

Challenges associated with Role:

Major challenges currently associated with the role include:

- > This position is to cover the service over night and the incumbent will be required to work a 10 hour shift from 2145 to 0815 hours with a paid meal break
- > Rostered shift work over a 7 day roster
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Delegations: (As defined in SALHN instruments of delegations)

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

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience

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

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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 in 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)*
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.

- > *Mental Health Act 2009 (SA)* and Regulations.

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

- > 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 Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and *Child Safety (Prohibited Persons) Regulations 2019* must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007 (Cth)* must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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.
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Key Result Areas	Major Responsibilities
Support of health setting services	<ul style="list-style-type: none"> > Contribute to the provision and delivery of an efficient and timely Drug Diversion line (DDL) and DACAS service by: > Responding to all diversion notifications from SAPOL officers by either the government radio network or telephone; > Responding to and filing electronic correspondence sent to the DDL e-mail address; > Ensuring all relevant paperwork is processed according to the DDL operations manual; > Entering all Diversion Notification data onto CME – ADIS; > Process incoming and outgoing faxes/emails; > Assisting the IDDI Operations Coordinator to monitor the usage, availability and demographic spread of appointments on the appointment booking system; > Assists with data systems maintenance tasks by undertaking data edits and re-indexing; > Checking that the clinical information the DACAS caller requires is not readily available via the SA Health website or DASSA intranet; > Where the information is not readily available, transferring the incoming calls to the DACAS Medical Officer on duty. > Demonstrating and promoting a risk minimisation approach to practice and supporting implementation and maintenance of systems to protect clients and staff. > Work respectfully and effectively with people from diverse socio-economic and culture backgrounds to achieve respectful and positive outcomes. > Participate in quality improvement activities that contribute to client safety, risk minimisation and safe work activities within the practice setting. > Being solution focused when gaps in knowledge, resources or processes are identified. > In collaboration with unit Manager, acting to resolve local and/or immediate nursing or service delivery problems. > Supporting change management processes as an individual and as a supportive and pro-active team member. > Contributing to communication processes that effectively deal with challenging behaviours and the resolution of conflicts. > Assisting in the orientation and induction of new team members. > Providing support and guidance to less experienced team members. > Continually striving to meet key performance indicators of the service on a shift by shift basis. > Reflect on processes and work practices and consider ways in which you, your team, the service and the organisation can continue to enhance client experience and outcomes.
Support of health setting services	<ul style="list-style-type: none"> > Contributes to quality improvement

	<ul style="list-style-type: none"> > Provides assistance to other members of the health care team in provision of care to individuals/groups, including overseeing the work of students.
Education	<ul style="list-style-type: none"> > Provides education to patients/clients, families and carers; > Contributes to the education of others; > Continue own professional development, seek learning opportunities and maintains own professional development portfolio of learning and experience.
Research	<ul style="list-style-type: none"> > Contributes to research as appropriate; > Recognises the importance of evidence based practice.
Professional leadership	<ul style="list-style-type: none"> > Under the guidance of a registered nurse coordinates and guides activities of student enrolled nurses and assistants in nursing.
Contribution to effective operation of unit	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Educational/Vocational Qualifications

- Registered or eligible for registration as an Enrolled Nurse by the Nursing and Midwifery Board of Australia and holds, or who is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills

- > Possess sound computing skills, including the use of MS Office products, data entry and the use and maintenance of information systems to support service delivery.
- > Proven effective verbal and written communication skills, problem solving, conflict resolution and negotiation skills.
- > Demonstrated ability to work effectively and collaboratively with minimal supervision within a multidisciplinary team.
- > Demonstrated ability to provide courteous and professional customer service.
- > Demonstrated ability to undertake a number of tasks simultaneously and cope with peak service demand times.
- > Ability to use initiative and offer practical solutions to changing needs within a service delivery environment
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- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)
 - Experience in the use of Windows and the Office suite of applications as well as internet searching
 - Experience in electronic data entry and or use of an electronic appointment booking system
 - Experience in working in the Drug and Alcohol sector
 - Experience working with minimal supervision

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
 - > Understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Enrolled Nurse in Recommended Domains.
 - > Understanding of the ANMC Code of Professional Conduct for Nurses in Australia (2003)
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2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Possess sound computing skills, including the use of MS Office products, data entry and the use and maintenance of information systems to support service delivery.
- > Proven effective verbal and written communication skills, problem solving, conflict resolution and negotiation skills.
- > Demonstrated ability to work effectively and collaboratively with minimal supervision within a multidisciplinary team.
- > Demonstrated ability to provide courteous and professional customer service.
- > Demonstrated ability to undertake a number of tasks simultaneously and cope with peak service demand times.
- > Ability to use initiative and offer practical solutions to changing needs within a service delivery environment
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Experience

- > Proven experience in basic computing skills, including email and word processing.
 - > Experience in the use of Windows and the Office suite of applications as well as internet searching
 - > Experience in electronic data entry and or use of an electronic appointment booking system
 - > Experience in working in the Drug and Alcohol sector
 - > Experience working with minimal supervision
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Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > A general understanding of the health and social risks associated with the misuse of alcohol and other drugs, harm minimisation principles as well as intervention and treatment services.
- > Basic understanding of the requirements of relevant legislation applicable to the role.
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Educational/Vocational Qualifications

- > Educational/Vocational Qualifications
- > Registered or eligible for registration as an Enrolled Nurse by the Nursing and Midwifery Board of Australia and holds, or who is eligible to hold, a current practicing certificate.
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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.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

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.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the PDDI Enrolled Nurse in the Drug and Alcohol Services South Australia (DASSA) and organisational context and the values of SA Health as described within this document.

Name

Signature

Date