

SA Health Job Pack

Job Title	Public Health Officer / Nurse (COVID-19 Pool)
Eligibility	Open to Everyone
Job Number	739373
Applications Closing Date	Friday, 30 October 2020
Region / Division	Department for Health and Wellbeing
Health Service	Disease Surveillance and Investigation Section: COVID-19 Response Team
Location	Adelaide
Classification	AHP2 / PO2 / RN/M2
Job Status	Full & Part Time / Term Contract (up to 23 July 2021)
Salary	AHP2: $83,152-$96,329 PO2: $83,152-$92,020 RN/M2A: RN/M2A: $90,910-$97,193

Contact Details

Full name	Nick Sheehan
Position Title	Business Support Officer
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Criminal History Assessment

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

Working With Children's Check (WWCC) - **DHS**	**Yes**
Vulnerable Person-Related Employment Screening - **NPC**	**Yes**
Aged Care Sector Employment Screening - **NPC**	**Yes**
General Employment Probity Check - **NPC**	**No**

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 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

Government of South Australia
SA Health

ROLE DESCRIPTION

Role Title:	Public Health Officer/Nurse (COVID-19 Response)
Classification Code:	AHP2
LHN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster	
Division:	Health Regulation and Protection, Communicable Disease Control Branch
Department/Section / Unit/ Ward:	Disease Surveillance and Investigation Section: COVID-19 Response Team
Role reports to:	Director, Disease Surveillance and Investigation Section
Role Created/ Reviewed Date:	August 2020
Criminal and Relevant History Screening:	☒ Working With Children's Check (WWCC) (DHS) ☒ Aged (NPC) ☒ Vulnerable (NPC) ☐ General Probity (NPC)
Immunisation Risk Category Requirements:	☒ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☐ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Public Health Officer/Nurse (COVID-19 Response):

> Contributes to the achievement of organisational objectives and outcomes designed to control the occurrence of communicable diseases in South Australia.
> Responsible for the collection, analysis, interpretation and reporting of communicable disease surveillance data with a focus on COVID-19.
> Required to participate in investigations of communicable disease outbreaks and subsequent control activities.
> Required to provide health information and advice to members of the public, health professionals, government agencies and special interest groups.
> Responsible for the collection, analysis, interpretation and reporting of communicable disease surveillance data.
> As part of a multidisciplinary team, is required to participate in investigations of communicable disease outbreaks and subsequent control activities.

Direct Reports:

> N/A

Key Relationships/ Interactions:

Internal

The Public Health Officer/Nurse (COVID-19 Response):

- Is responsible to Director, Disease Surveillance and Investigation Section, Communicable Disease Control Branch and reports to the Manager Case and Contact COVID-19 Response for operational issues.
- Reports to AHP3, CDCB, on professional issues.
- Participates and provides leadership in a multi-disciplinary team responsible for the COVID-19 public health response in South Australia.
- Will be required to maintain a collaborative working relationship with other sections of the Communicable Disease Control Branch.

External

The Public Health Officer/Nurse (COVID-19 Response):

- The Public Health Officer/Nurse (COVID-19 Response):
- Is required to maintain a collaborative working relationship with laboratories, medical practitioners, healthcare facilities, relevant non-government organisations, environmental health officers, interstate public health units and the COVID-19 State Control Centre.
- Provides expert advice to healthcare professionals in specific external practice settings.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Working in an emerging and rapidly changing public health response that is highly impactful to human health whilst being mindful of political and economic sensitivities.
- Designing collaborative and innovative strategies for the prevention and control of communicable diseases in South Australia.
- Implementing best practice guidelines in a rapidly changing environment.

Delegations:

- N/A

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contributes clinical leadership and support to the speciality area by:	> Undertaking operational/supervisory role in a small to medium sized team. > Acting as a resource person within the area based on knowledge, experience and skills. > Contributing expertise to teams and/or leads complex organisational wide projects such as developing and up-dating protocols, guidelines, standard operating procedures, process mapping or public health responses to emerging infectious diseases. > Coordinating public health investigations to achieve successful outcomes. > Planning and coordinating services including those with other disciplines or agencies to improve the health outcomes of individuals or groups. > Contributing positively to communication processes that effectively deal with challenging behaviours and the resolution of conflicts. > Undertaking specific activities such as the collection of enhanced surveillance datasets or research studies. > Working within the team to attain consistency of operating procedures and service outcomes.
Ensuring high quality service delivery in the area of surveillance and investigation by:	> Contributing to the collection, processing, interpretation and reporting of surveillance information. > Exercising powers as appointed, as an authorised officer under the *Emergency Management Act 2004* to give directions to persons to prevent the spread of COVID-19. > Interviewing patients, families and contacts affected by communicable diseases to assist with the completeness of datasets, assist with public health investigations and/or in the design of appropriate risk based intervention strategies. > Conducting critical analysis of surveillance data to identify trends and clusters of disease. > Investigating outbreaks of disease and assists with the design, implementation and interpretation of appropriate analytical studies. > Participating in intervention strategies such as coordinating the collection of various human clinical specimens, referring sporadic cases of disease to relevant stakeholders and identifying possible risk factor exposures. > Acting as a liaison with businesses, facilities and other stakeholders linked to cases of COVID-19 to establish and maintain communication and allow timely public health interventions. > Coordinating outbreak debriefs. > Applying the principles of continuous quality improvement to surveillance and investigation systems and processes. > Contributing to the management of a telephone notification and advisory service responsible for providing expert advice to healthcare professionals, laboratories and the general public.
Provision of information to support policy, planning and evaluation of programs by:	> Coordinating provision of epidemiological information to inform public health policy, monitor the outcomes of public health programmes and assist with the evaluation of relevant government funded programmes. > Preparing and presents timely reviews of epidemiological information to relevant individuals, departments, and external agencies to inform public health policy and action. > Assisting with the preparation of ministerial reports, media alerts and health information alerts. > Contributing articles to peer review journals, bulletins and newsletters.
Contributing expert advice to support patient care by:	> Providing expert advice, support and direction to medical and nursing staff on the management of patients with communicable diseases. > Providing health information and counselling to members of the general public on communicable diseases.

	> Providing healthcare professionals and members of the general public with relevant information on support agencies, specialist services and support groups to ensure appropriate client outcomes. > Participating in look-back investigations, including provision of support, advice, direction, and epidemiological assistance to infection control nurses and other health care professionals.
Contributing specific expertise to improve service delivery by:	> Leading multi-disciplinary teams i.e. Acting Clinical Practice Consultant or outbreak investigation co-ordinator > Undertaking performance management processes and/or rostering. > Contributing advanced knowledge for the development of clinical guidelines/standards for the public health management of patients with communicable diseases. > Contributing to specific programs and epidemiological research relevant to the area of communicable diseases. > Participating in the Health Rapid Response Team including (optional) onsite investigations, support, advice, and direction for outbreak investigations.
Maintaining expertise through professional development and continuing education and teaching by:	> Contributing professional expertise to learning environments which may include individual/team capacity development and/or post registration clinical teaching. > Participating in teaching, oversees learning experience, and goal setting for students, new staff and staff with less experience. > Undertaking credentialing processes. > Participation in a state-wide communicable diseases on-call system.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

> Bachelor's Degree in Allied Health Discipline.

Personal Abilities/Aptitudes/Skills:

> Well-developed problem solving, change management and negotiation skills.
> Strong communication skills including conflict resolution skills.
> Ability to integrate contemporary information and evidence with personal experience to support decision making, innovative thinking and objective analysis.
> Well-developed time management skills, and demonstrated ability to prioritise workload to manage rapidly changing situations.
> Demonstrated ability to contribute specific expertise and lead a multidisciplinary team environment to achieve successful outcomes.

Experience

> Recent experience working in a public health unit, or a related discipline.
> Experience in demonstrating professional leadership within a team or unit to facilitate patient and/or work flow.
> Demonstrated competence in the use of desktop applications including MS Word and MS Excel.

Knowledge

> Sound knowledge of the principles of epidemiology and public health.
> Sound understanding of communicable diseases and communicable disease prevention and control, particularly COVID-19.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

> A post-graduate qualification in epidemiology, public health or relevant field.

Experience

> Experience working with surveillance systems including continuous quality improvement processes.
> Demonstrated experience participating or coordinating disease outbreak investigations.
> Demonstrated experience conducting, analysing and publishing epidemiological studies.
> Competence in using statistical packages (eg STATA or equivalent).
> Demonstrated competence in the preparation of cabinet submissions, media releases, epidemiological reports, or journal publications.

Knowledge

> Knowledge of the South Australian Public Health System and relevant legislative Acts including the *SA Public Health Act 2011, Emergency Management Act 2004* and the *COVID-19 Emergency Response Act 2020*.

Special Conditions:

- The incumbent will be required to work between the hours of 7am and 12 midnight over a 7 day roster.
- The incumbent may be required to participate in a 24/7 roster.
- The incumbent will be required to participate in an after-hours on-call roster; some out-of-hours work will be required.
- Must be ready and willing to assist in managing disease outbreaks within the community which may include travel within South Australia.
- Intrastate/interstate travel may be required.
- 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 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 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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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
- Disaster Preparedness and Resilience Branch
- 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:**

Version control and change history

Version	Date from	Date to	Amendment
V1	16/06/2020		Original version.
V2	12/08/2020		Immunisation Cat A & 7 day roster/hours of work - Special Conditions