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## SA Health Job Pack – Casual Pool 2022/2023

Job Title	Assistant In Nursing (Casual Pool)
Eligibility	Open to Everyone
Job Number	793710
Applications Closing Date	13/5/2023
Region / Division	Limestone Coast Local Health Network
Health Service	Naracoorte Health Service
Location	Naracoorte
Classification	AIN/M
Job Status	Casual (up to 13/5/2023), working over a 7 day roster
Salary	\$27.28 - \$28.09 per hour + 25% casual loading

### Contact Details

Full name	Samantha Bueti
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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 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 Check (WWCC) - **DHS**
- ☒ National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- ☒ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ Unsupervised contact with Aged Care Sector- **DHS**
- ☐ No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



## ROLE DESCRIPTION

<b>Role Title</b>	Assistant in Nursing/ Midwifery
<b>Classification Code</b>	Assistant in Nursing/Midwifery – (AIN/M)
<b>Local Health Network</b>	Limestone Coast Local Health Network Inc
<b>Hospital/ Service/ Cluster</b>	Naracoorte Health Service
<b>Division</b>	Nursing
<b>Department/Section / Unit/ Ward</b>	Acute and Nursing Home Unit
<b>Role reports to</b>	Associate Nurse Unit Manager – Acute / Aged Care
<b>Role Created/ Reviewed Date</b>	January 2020
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening
<b>Immunisation Risk Category</b>	Category A (direct contact with blood or body substances)

## ROLE CONTEXT

### Primary Objective(s) of role:

Employees classified at this level support Enrolled and Registered Nurses/Midwives in the delivery of general patient/client care and undertake basic nursing duties that would otherwise have been performed by an Enrolled or Registered Nurse/Midwife.

Employees at this level are accountable for their own actions.

### Key Relationships/ Interactions:

#### Internal

- > Work under the direct or indirect supervision of a Registered Nurse/Midwife and work may be overseen by an Enrolled Nurse within a care team.
- > Maintains cooperative and productive working relationships within all members of the health care team

#### External

- > Maintain relationships with non-government organisations or other government organisations.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working with children, youth, women, and their families where there are multiple complexities and diverse cultural backgrounds.
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately
- > Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies
- > For those AIN (EN Cadets) undertaking study, there are recognised pressures balancing study and clinical expectations.

**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 SA Health 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, 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 Guidelines 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.*
- > *Code of Fair Information Practice.*
- > *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.

**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.

**Cultural Statement:**

**Limestone Coast Local Health Network Inc** welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge, and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**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 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Direct/indirect patient/client care</b>	<ul style="list-style-type: none"> <li>&gt; Assist nurses/midwives in routine tasks with patients/clients associated with the activities of daily living.</li> <li>&gt; Performs a range of duties that require basic skills, knowledge, training and experience.</li> <li>&gt; Routine technical support functions at the level of setting up for nursing procedures, cleaning equipment, and managing local stock levels.</li> <li>&gt; Provide person centred care.</li> </ul>
<b>Support of health service systems</b>	<ul style="list-style-type: none"> <li>&gt; Contributing to the maintenance of a physically and culturally safe environment for patients/clients and staff.</li> <li>&gt; Participation in quality improvement activities through recording and reporting of data.</li> <li>&gt; Follows established guidelines, protocols, procedure, standards, and systems of work as set out by the organisation.</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>&gt; Undertake nursing/midwifery care and procedures that assist them in their learning capacity to develop the competencies required to achieve the qualification in which they are enrolled (within the defined organisational scope of an AIN/M).</li> </ul>
<b>Research</b>	Contributes to evaluative research activities through recording and reporting of data.
<b>Professional leadership</b>	> N/A.

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Be enrolled as a student in an undergraduate program in nursing or midwifery (can state year of program eg 3<sup>rd</sup> year) and have completed any training required by the employer relevant to the safe and competent performance of work at this level; **OR**
- > Be employed on the basis that the person is, or will be, undertaking a course approved by the Registration Authority for the preparation of Enrolled Nurses; **OR**
- > Hold a Certificate III or IV in one of the following health related disciplines:
  - Basic Health Care
  - Aged Care
  - Health Services Assistance: (Qualifications to include elective units recommended for AIN Acute care)
  - Home and Community Care
  - Individual Support Work
  - Or such other nationally recognised courses approved within the healthcare setting by full agreement of DHA and the ANMF

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

- > Effective verbal and written communication skills.
- > Ability to work in a multidisciplinary team environment.
- > Ability to provide person-centred care

#### **Experience**

- > Experience, within the boundaries of their education and skill preparation, in the provision of nursing/midwifery care in the healthcare setting in accordance with the appropriate standards of practice.
- > Experience in the use of computer packages e.g., Microsoft Word, Excel

#### **Knowledge**

- > Understanding the role of the Assistant in Nursing/Midwifery within the healthcare setting.
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.

### **DESIRABLE CHARACTERISTICS**

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

- > Qualifications or education courses relevant to role

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

- > Ability to work with technology

#### **Experience**

- > Provision of personal care to resident/client/patient/ client within Community, Nursing Home or supported accommodation service.

#### **Knowledge**

- > Knowledge of contemporary nursing and health care issues





## 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 legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

### 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.

### Limestone Coast Local Health Network:

Residents within the Limestone Coast Local Health Network have access to a wide range of health care services. The Limestone Coast region covers a large geographical area which consists of the Upper and Lower South East, and extends all the way to the Victorian border.

Services provided within the South East region include accident and emergency, day and inpatient surgery, aboriginal health, obstetric services, community health and aged care services.

We have Health facilities located within Mount Gambier, Bordertown, Kingston, Millicent, Naracoorte and Penola. The links below can be used to navigate to detailed information on the different Hospital and Aged Care sites, as well as Country Health Connect.

The health units within the Limestone Coast LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

## Values

### LCLHN Values

The values of LCLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

<b>Integrity</b>	<ul style="list-style-type: none"> <li>&gt; We know integrity involves not only doing what is right when everyone knows, but also when no one is watching</li> <li>&gt; We recognise the importance of our work and display a high standard of professionalism</li> <li>&gt; We do what we say and say what we mean</li> </ul>
<b>Honesty</b>	<ul style="list-style-type: none"> <li>&gt; We engage in open, clear and honest communication</li> <li>&gt; We are transparent and truthful in our actions</li> <li>&gt; We acknowledge our strengths, limitations and mistakes and learn from these for improvement</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>&gt; We have the courage to speak up and respectfully challenge others</li> <li>&gt; We are committed to being a high performing team and support a culture that fosters continued progress and growth</li> <li>&gt; We show resilience in the face of adversity</li> </ul>
<b>Care</b>	<ul style="list-style-type: none"> <li>&gt; We provide compassionate, appropriate and safe care in a supportive and nurturing environment</li> <li>&gt; We partner with consumers, family members and carers to help them make decisions and support them along the care continuum</li> <li>&gt; We create a culture of care where staff are supported and positively engaged in their work</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>&gt; We seek to understand and value others by putting ourselves in their shoes</li> <li>&gt; We listen attentively, communicate openly and act without judgement</li> <li>&gt; We recognise and welcome diversity within our community and our staff</li> </ul>

### Code of Ethics

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.

### Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

**Approvals****Role Description Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** \_\_\_\_\_

**Role Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Role Acceptance****Incumbent Acceptance**

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_