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## SA Health Job Pack

<b>Job Title</b>	Clinical Nurse – Intensive and Critical Care Unit
<b>Job Number</b>	689793
<b>Applications Closing Date</b>	21 June 2019
<b>Region / Division</b>	Southern Adelaide Local Health Network
<b>Health Service</b>	Division of Medicine and Critical Care – Flinders Medical Centre
<b>Location</b>	Bedford Park
<b>Classification</b>	RN2C
<b>Job Status</b>	Ongoing Full-time / Part-time - Multiple vacancies
<b>Total Indicative Remuneration</b>	\$87,817 - \$112,041 p.a. (adjusted according to hours worked)

## 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:

- Child Related Employment Screening - **DCSI**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening - **NPC**
- General Employment Probity Check - **NPC**

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

## Contact Details

<b>Full name</b>	Sarah Polkinghorne
<b>Phone number</b>	8204 4323
<b>Email address</b>	<a href="mailto:Sarah.Polkinghorne@sa.gov.au">Sarah.Polkinghorne@sa.gov.au</a>

# 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>	Clinical Nurse
<b>Classification Code:</b>	Registered Nurse/Midwife Level 2 – RN/M2
<b>LHN/ HN/ SAAS/ DHA:</b>	Southern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster</b>	Flinders Medical Centre
<b>Division:</b>	Medicine, Cardiac and Critical Care
<b>Department/Section / Unit/ Ward:</b>	Intensive and Critical Care Unit
<b>Role reports to:</b>	Nurse Unit Manager ICCU
<b>Role Created/ Reviewed Date:</b>	April 2019
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC)
<b>Immunisation Risk Category:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

### ROLE CONTEXT

#### Primary Objective(s) of role:

Provide nursing services in a variety of health service settings which has been consolidated by experience and/or further study with staff at this level developing from competent to proficient practitioners.

Accepts accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

The Clinical Nurse role at this level continues to be predominantly clinical in nature; however employees are assigned appropriate portfolios. The allocation of portfolio responsibilities should be negotiated with each employee and be consistent with the career development plan for the employee as determined by their performance review/development plan.

#### Direct Reports:

The Clinical Nurse/Midwife:

- > Registered Nurses, Enrolled Nurses and Nursing Students.

#### Key Relationships/ Interactions:

##### Internal

The Clinical Nurse/Midwife:

- > Maintains a close working relationship with the Associate and Nurse Unit Manager.
- > Maintains cooperative and productive working relationships within all members of the health care team
- > Supports and works collaboratively with less experienced members of the nursing team

##### External

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the client group.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Keeping up to date with, implementing and monitoring evidence based practice and quality management initiatives consistent with organisational policies
- > Dealing appropriately and relevantly with children, youth, women and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.

### Delegations:

- > Nil

### Resilience:

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

### Performance Development

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

### General Requirements:

\*NB References to legislation, policies and procedures includes any superseding versions

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

- > Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > *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.
- > 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)*
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, 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.

- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009 (SA) and Regulations*
- > *Controlled Substances Act 1984 (SA) and Regulations*
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- > SA Health/LHN policies, procedures and standards.

#### **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.

#### **Special Conditions:**

\*NB Reference to legislation, policies and procedures includes any superseding versions

- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > 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 Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening Assessment must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> <li>&gt; Provide proficient, person centred, clinical nursing care to patients in a defined clinical area;</li> <li>&gt; Monitoring patient care plans to ensure appropriate care outcomes are achieved on a daily basis;</li> <li>&gt; Oversee the provision of nursing care within a team/unit.</li> </ul>
Support of health service systems	<ul style="list-style-type: none"> <li>&gt; Assists and supports the Nurse Unit Manager or equivalent in management, clinical, and education activities;</li> <li>&gt; Plan and coordinate services including those from other disciplines;</li> <li>&gt; Act to resolve local and/or immediate nursing/midwifery care or service delivery problems;</li> <li>&gt; Support change management processes.</li> <li>&gt; Required to contribute to a wider or external team working on complex or organisation wide projects such as clinical protocols, guidelines and/or process mapping.</li> </ul>
Education	<ul style="list-style-type: none"> <li>&gt; Participate in clinical teaching, overseeing learning experience, and goal setting for students, new staff and staff with less experience;</li> <li>&gt; Assist the Nurse Unit Manager and Nurse Educators to maintain a learning culture by being a resource person, encouraging reflection and professional development, and assisting others to maintain portfolios/records of learning.</li> <li>&gt; Required to participate in and/or provide clinical teaching and/or research.</li> </ul>
Research	<ul style="list-style-type: none"> <li>&gt; Participate in clinical auditing, clinical trials and/or evaluative research;</li> <li>&gt; Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes;</li> <li>&gt; Assist the Nurse/Midwife Unit Manager or equivalent to maintain and record monitoring and evaluative research activities in the ward/unit.</li> </ul>
Professional leadership	<ul style="list-style-type: none"> <li>&gt; Promote continuity and consistency of care in collaboration with the Nurse/Midwife Unit Manager or equivalent of the ward/unit/service;</li> <li>&gt; Provide shift by shift leadership in the provision of nursing/midwifery care within a team or unit and facilitate patient flow;</li> <li>&gt; Act as a resource person within an area based on knowledge, experience and skills.</li> <li>&gt; Required to undertake specific activity and/or portfolio responsibility.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Registered or eligible for registration as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.
- > Holds a recognised Australian equivalent post graduate critical care certificate

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

- > Effective communication, problem solving, conflict resolution and negotiation skills.
- > Ability to work effectively within a multidisciplinary team.
- > Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.
- > Ability to be creative, innovative and flexible when approaching issues within the clinical setting.

#### **Experience**

- > Registered Nurse/Midwife with at least 3 years, full time equivalent, post registration experience.
- > Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.
- > Experience in the leadership and direction of student nurses, enrolled nurses and less experienced registered nurses.

#### **Knowledge**

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of Quality Improvement Systems as applied to a healthcare setting.
- > Knowledge of contemporary nursing/midwifery and health care issues.

### **DESIRABLE CHARACTERISTICS**

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

- > Where applicable, qualifications relevant to practice setting.
- > Tertiary qualifications in nursing or human services related discipline.

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

- > Ability to work within a team framework that fosters an environment that develops staff potential.
- > Skills in using computers and software relevant to the area of practice.

#### **Experience**

- > Experience with quality improvement activities.
- > Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.

#### **Knowledge**

- > Knowledge of the South Australian Public Health System.
- > Knowledge of contemporary professional nursing 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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA 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.

### Health Network/ Division/ Department:

Flinders Medical Centre Intensive and Critical Care Unit (ICCU) is a modern 32 bed tertiary intensive care unit (ICU) located in the inner southern suburbs of Adelaide South Australia. The unit provides a concentration of highly skilled staff and outstanding equipment and facilities for optimum care of the critically ill patient. In addition to operating as a general medical and surgical ICU, the unit functions as the state referral centre for critically ill pregnant women, the liver and post liver transplant intensive care for South Australia and the Northern Territory, the trauma for southern and eastern South Australia and also provides support to complex cardiac surgical patients. ICCU manages in excess of 2300 patient admissions per year supporting the Southern Adelaide Local Health Network.

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General Hospital.

Population and Primary Health Care delivers a range of primary health care services across the southern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Southern Mental Health provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

## 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 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:**