



## ROLE DESCRIPTION

<b>Role Title:</b>	Registered Nurse
<b>Classification Code:</b>	Registered Nurse Level 1 – RN-1
<b>Position Number:</b>	M57246
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network
<b>Hospital/ Service/ Cluster</b>	The Queen Elizabeth Hospital
<b>Division:</b>	Critical Care and Perioperative Services
<b>Department/Section / Unit/ Ward:</b>	Day of Surgery Admissions (DOSA)
<b>Role reports to:</b>	Nurse Unit Manager, Operating Theatres
<b>Role Created/ Reviewed Date:</b>	March 2024
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (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:

The Registered Nurse in the Day of Surgery Admissions (DOSA) provides direct comprehensive nursing care and services to patients undergoing surgical operative procedures. The Registered Nurse consolidates knowledge and skills and develops in capability through continuous professional development and experience. The Registered Nurse accepts accountability for own standards of nursing care and for activities delegated to others.

### Direct Reports:

Nil

### Key Relationships/ Interactions:

#### Internal

Professionally accountable to the Executive Director, Nursing and Patient Experience

- > through the Nursing Lead, Critical Care and Perioperative Services for the standard of care and services provided.
- > Reports to the Unit Nurse Manager.
- > Provides supervision of students and Enrolled Nurses.
- > Maintains a collaborative working relationship with all nursing staff
- > Maintains cooperative and productive working relationships within all members of the health care 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:

- > 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
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately

### 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:
  - > *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.

**Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**Integrity Statement:**

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

### Special Conditions:

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

- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > **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 Assessment.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory criminal and relevant history screening for child related work through the Screening Unit, Department for Communities and Social Inclusion.
- > Criminal Screening and Relevant History screenings 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.
- > Must be prepared to attend relevant meetings and staff development / education activities as required.
- > Some out of hours work may be required.
- > Must participate in the on call roster.
- > The rostered shift lengths may vary between 8 hours and 10 hours.
- > May be rostered over 24 hours per day and over 7 days per week.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Assists with the provision of professional high quality patient care within the Day of Surgery Admissions (DOSAs) aimed at improving patient health outcomes through.</p> <p>Contributes to the effectiveness of the nursing team by</p>	<p><b>Improving nursing and patient care procedures and practices by:</b></p> <ul style="list-style-type: none"> <li>• Having the knowledge and competencies required to function effectively in the Day of Surgery Admissions (DOSAs).</li> <li>• Providing direct nursing care and/or individual case management to assigned patients, on a shift by shift basis, undergoing surgical intervention within the Day of Surgery Admissions (DOSAs).</li> <li>• Using the peri-operative nursing process in care delivery.</li> <li>• Having the skills and knowledge required in the preparation of patients for their operative procedures which will include: <ul style="list-style-type: none"> <li>• nursing clinical assessment and patient preparation</li> <li>• accurate recording into computerised information systems</li> <li>• patient education</li> <li>• maintenance of asepsis</li> <li>• assisting the medical staff as necessary.</li> </ul> </li> <li>• Documenting and communicating the pre, intra and post-operative information of patients undergoing surgical procedure to nurses and other health professionals and collecting other statistical details for data processing.</li> <li>• Providing nursing care and services according to the policies and procedures of the Day of Surgery Admissions (DOSAs) and the Hospital.</li> <li>• Ensuring the maintenance of patient confidentiality, comfort and dignity.</li> <li>• Using professional competence and judgement to recognise the appropriateness of orders and seeking clarification when concerned.</li> <li>• Identifying actual or potential life-threatening situations and seeking prompt medical advice.</li> <li>• Acting as a patient advocate in nursing matters to assist individuals make informed decisions.</li> <li>• Ensuring patients' rights are upheld.</li> <li>• Continuing to maintain professional knowledge by reference to relevant literature and participation in staff development programs.</li> <li>• Assessing patient's needs, plan, implement and coordinate appropriate service delivery from a range of accepted options.</li> <li>• Planning and coordinating services including those of other disciplines or agencies as required to meet individual's health care needs.</li> <li>• Contributing to patient safety, risk minimisation and safe work activities within the practice setting.</li> <li>• Contributing to procedures for effectively dealing with people exhibiting challenging behaviours.</li> <li>• Practicing as a Registered Nurse within a nursing model established to support patient centred care.</li> </ul> <ul style="list-style-type: none"> <li>• Accepting accountability for the standard of nursing care provided.</li> <li>• Achieving and maintaining competencies required to provide comprehensive care to patients in the anaesthetic period.</li> <li>• Providing direction, supervision and support to new or less experienced staff, and acting as preceptor to staff participating in the TPPP and/or other post registration courses.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participating in activities associated with the care, maintenance and supervision of specialised equipment to ensure that all equipment, stored and in use, is safe and functional.</li> <li>• Complying with set policies and procedures and ensuring consistency of application by self and others.</li> <li>• Participating in policy and procedure development within the Unit.</li> <li>• Having competencies in Life Support Therapies and drug administration formally assessed on an annual basis.</li> <li>• Using effective and caring interpersonal relationship and communication skills in all interactions with patients as well as other staff.</li> <li>• Maintaining safe custody of controlled substances.</li> <li>• Performing duties as delegated by the Clinical Nurse and / or Associate Nurse Unit Manager and / or Nurse Unit Manager.</li> </ul> <p><b>Contributes to the human resource management of the unit/service by:</b></p> <ul style="list-style-type: none"> <li>• Reviewing decisions, assessments and recommendations from less experienced Registered Nurses, Enrolled Nurses and Students</li> <li>• Providing support and guidance to newer or less experienced staff, Enrolled Nurses, Student Nurses and other workers providing basic nursing care;</li> <li>• Supporting nursing practice learning experiences for students undertaking clinical placement, orientation for new staff and preceptorship of graduates.</li> </ul> <p><b>Ensure a safe working environment at all times by:</b></p> <ul style="list-style-type: none"> <li>• Maintaining effective work practices.</li> <li>• Adopting procedures and practices which comply with the Work Health and Safety Act 2012 (SA).</li> <li>• Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position).</li> <li>• Taking reasonable care to protect the health and safety of self and others.</li> <li>• Attending mandatory safety training programs.</li> </ul>
<p>Ensure that continuous quality improvement programs and activities are in place and are linked to the organisation's strategic and corporate directions and targets by:</p>	<ul style="list-style-type: none"> <li>• Assisting with the developing and establishing of key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program.</li> <li>• Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.</li> <li>• Participate in quality improvement activities that contribute to patient/client safety, risk minimisation and safe work activities within the practice setting.</li> <li>• Contribute to procedures for effectively dealing with people exhibiting challenging behaviours.</li> </ul>
<p>Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education by:</p>	<ul style="list-style-type: none"> <li>• Continuing own professional development, seek learning opportunities and developing and maintaining own professional development portfolio of learning experience.</li> <li>• Provide health promotion and education, to patients/clients or groups and carers to improve the health outcomes of individual.</li> <li>• Support nursing/midwifery practice and learning experiences for students undertaking clinical placements, orientation for new staff and preceptorship of graduates.</li> </ul>
<p>Contributes to the achievement of nursing best practice and where relevant</p>	<ul style="list-style-type: none"> <li>• Participating in quality assurance and evaluative research activities within practice setting;</li> </ul>

<p>facilitates the development and application of relevant nursing research by:</p>	<ul style="list-style-type: none"> <li>• Using foundation theoretical knowledge and evidence based guidelines and applying these to a range of activities to achieve agreed patient care outcomes.</li> </ul>
<p>Professional leadership</p>	<ul style="list-style-type: none"> <li>• Provide ward/team leader/coordination as required on a shift by shift basis. (A team leader is a RN assigned responsibility for supporting staff and coordinating patient/client care).</li> <li>• Provide, with increasing capacity over time, support and guidance to newer or less experienced staff, Enrolled Nurses, student nurses and other workers providing basic nursing care.</li> <li>• Review decisions, assessments and recommendations from less experienced Registered Nurses/ Midwives and Enrolled Nurses and students.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- Registered or eligible for registration as a General Nurse by the Nursing and Midwifery Board of Australia and who holds, or is eligible to hold, a current practicing certificate.
- Evidence of formal consolidation of basic skills and knowledge through a Graduate Nurse Program or equivalent.

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

- Ability to provide comprehensive nursing care based on the nursing process and prescribed medical orders and willingness to consult with other experienced staff when nursing care requires expertise beyond own abilities and / or qualifications.
- Evidence of effective interpersonal, communication and documentation skills.
- Ability to assess the competence of other staff and delegate accordingly.
- Ability to contribute to the learning experiences of others.

#### **Experience**

- Evidence of consolidation of basic skills and knowledge in the clinical setting.
- Evidence of previous experience in the care and management of acutely ill patients.

#### **Knowledge**

- Understanding of the role and responsibility of the Registered Nurse.
- Demonstrated willingness to improve and extend knowledge by attendance at In-service Education Programs, seminars etc.
- Understanding of the requirements of the Health Practitioner Regulation National Law (South Australia) Act 2010.
- Knowledge and understanding of legislative responsibilities for WH&S, Workers Compensation and Rehabilitation and Equal Opportunity.
- Comprehensive understanding of the Nursing and Midwifery Board of Australia National Competencies for the Registered Nurses and Midwives (2006).
- Knowledge and understanding of the Nursing and Midwifery Board of Australia Code of Professional Conduct for Nurses in Australia (2008) and the Commissioner for Public Employment Code of Conduct for Public Employees.
- Knowledge of Quality Improvement Systems as applied to a healthcare setting.
- Understanding of the principles of aseptic technique.



## **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:**

- Skills in using computers and software relevant to the area of practice.
- Demonstrated competence in the care and management of patients undergoing surgical intervention.
- Demonstrated ability in the role of the DOSA nurse.
- Ability to work effectively as part of a multi-disciplinary team.

### **Experience**

- Evidence of previous experience and demonstrated competence in the care and management of critically ill patients in the DOSA setting.
- Experience with quality improvement activities.
- Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.

### **Knowledge**

- Understanding of the role of the Graduate Nurse and the Enrolled Nurse in the DOSA setting.
- Knowledge of the South Australian Public Health System.
- Knowledge of contemporary professional nursing issues.
- Knowledge of contemporary professional nursing issues.
- Understanding of Quality Improvement principles.
- Computer literacy.

## 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.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

### Central Adelaide Local Health Network / Critical Care & Perioperative Services / Recovery Room:

The DOSA area provides patient care to patients that require admission for surgical and medical intervention.

## Values and Behaviours

### 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.

### Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

#### Values

*People first*

#### Behaviours

- I am there for my patients and colleagues when they need me most.
- I put myself in my patients and colleagues shoes to understand their needs.
- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.
- I respect uniqueness in my colleagues, our patients and their families.

*Ideas driven*

- I look and listen to ensure I fully understand the problem and find a solution.
- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.
- I invest in my own learning and look for opportunities to explore and introduce new ideas.
- I am interested in critical research and how it informs creative thinking.

*Future focussed*

- I embrace leading practices and use them to evolve our ways of working.
- I lead and support change to improve patient and organisational outcomes.
- I am constantly on the look-out for opportunities to improve.

*Community minded*

- I put my hand up to lead work that matters.
- I am accountable and focused on value.
- I value and champion diversity.
- I embrace collaboration and constructive partnerships.

### 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:**