PREAMBLE

Underpinning the Department of Health and Ageing Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. (Please refer to the back of this document).

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and employees who have a disability) can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.
# JOB SPECIFICATION

## Summary of the broad purpose of the position in relation to the organisation's goals

Within the framework of the *National Mental Health Policy* and the *Standards for Mental Health Services* and in a manner consistent with the stated *Vision* and *Values* of SA Health, the Enrolled Nurse under the supervision of, Registered Nurse, use the process of nursing to deliver direct and effective nursing care to mental health consumers within a designated practice setting.

The Enrolled Nurse participates in the processes of nursing care delivery, and participates in the maintenance of a physically safe and culturally sensitive environment for consumers and staff.

The Enrolled Nurse demonstrates a level of competence that meets the professional, legal and ethical requirements of the nursing profession.

## 1. Reporting/Working Relationships

(To whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

Reports to the designated Level 3 or other delegated Registered Nurse in relation to clinical, professional and personnel matters.

## 2. Special Conditions

(Such as non-metropolitan location, travel requirements, frequent overtime, etc.)

- Participation in a Performance Development and review program.
- Must have current South Australian driver's licence and willingness to drive a government plated vehicle when employed in a community setting.
- Required to travel between locations and work within a person's own environment within the metropolitan region.
- Participation in continuous quality improvement.
- Participation in clinical supervision / reflection on practice.
- The appointment will be to the Central Mental Health Service and the incumbent will be required to undertake rotation through the various teams within the service.
- Support values consistent with the aims of the region, including honesty, respect and integrity.
3 Statement of Key Outcomes and Associated Activities (Group into major areas of responsibility/activity and list in descending order of importance)

3.1 Fulfils the duty statement of the relevant team [see appendices]

3.2 Contributes to the promotion and improvement of the health status of consumers by:
   - Delivering direct and effective assessment and care to consumers with mental health problems in a manner reflecting the enrolled nursing competencies and a recovery oriented framework in collaboration with the Registered Nurse.
   - Offering group or individual programs according to own knowledge base and skill, as determined by service requirements.
   - Participating in the promotion of mental health and prevention of ill health.
   - Working in collaborative partnership with consumers or carers to provide recovery focused continuity of care and support.
   - Participating as an active member of a multidisciplinary team in the review of mental health consumers within the practice setting.
   - Being involved in the review of service delivery through active participation in quality assurance activities.
   - Collecting required data to evaluate service effectiveness.
   - Being involved in the review of local team policies.
   - Providing orientation and preceptorship to new or less experienced Enrolled Nurses.

3.3 Functions in accordance with legislation, policies and procedures affecting enrolled nursing practice by:
   - Demonstrating and applying knowledge of legislation and common law pertinent to nursing practice.
   - Fulfilling the duty of care in the course of enrolled nurse practice.
   - Demonstrating knowledge of organisational policies and procedures pertinent to enrolled nursing practice.
   - Identifying unsafe practice and breaches of law relating to practice and reporting to the Level 3 or senior Registered Nurse, to ensure a safe outcome.

3.4 Conducts nursing practice in a way that can be ethically justified by:
   - Acting in accordance with the nursing professional code of practice.
   - Demonstrating contemporary ethical issues impinging on nursing.
   - Engaging in effective ethical decision-making.
   - Ensuring confidentiality of information obtained in a professional capacity and maintaining systems to manage confidentiality appropriately.
   - Refraining from engaging in exploitation, misinformation and misrepresentation in regard to health care products and nursing services, and establishing and maintaining systems to ensure that consumers are protected.
3.5 Conducts nursing practice in a way that respects the rights of consumers and groups by:

- Acknowledging and advocating the rights of consumers in the health care setting.
- Respecting and promoting the rights of consumers to make informed choices in relation to their care.
- Respecting and providing for the customs, spiritual, emotional and cultural beliefs and values of consumers.
- Promoting and preserving the trust inherent in the privileged relationship between nurse and consumer with respect to both their person and their property.
- Ensuring consumers retain their dignity at all times.
- Acknowledging individual consumer experiences in a non-judgemental manner.

3.6 Accepts accountability and responsibility for own actions within enrolled nursing practice by:

- Upholding and promoting the agreed standards of the nursing profession.
- Demonstrating an understanding of the accountability inherent in the role.
- Demonstrating an understanding of own knowledge base/scope of competence.
- Consulting with Level 3 and/or Registered Health Nurses appropriately when nursing care requires expertise beyond own scope of competence.
- Ensuring that nursing care delivery is consistent with the ward/unit/department and corporate objectives, philosophies, policies and procedures.

3.7 Demonstrates critical thinking in the conduct of enrolled nursing practice by:

- Exercising judgement appropriately and acting as a role model.
- Maintaining currency in nursing knowledge and applying current nursing techniques.
- Recognising the need for and participating in the professional and personal development of self and using professional standards of practice to assess the performance of self.
- Providing support and direction and contributing to the learning experiences and professional development of newer or less experienced, enrolled and student nurses.
- Recognising the need for care of self.
- Demonstrating understanding of the importance of research in improving nursing outcomes.
- Incorporating research findings into nursing practice as determined by the Level 3 and other Registered Nurses.
- Contributing to nursing research by participating in research projects and policy and practice guideline development as determined by the Level 3.

3.8 Contributes to the formulation of care plans in collaboration with the Registered Nurse, consumers and groups by:

- Maintaining a consumer centred approach to care.
- Collecting information for the Registered Nurse’s assessment of the health needs of consumers and/or groups of consumers.
- Using a validated, structured approach in the process of assessment providing the Registered Nurse with accurate, timely information to develop a specific care plan for the individual.
- Documenting information regarding the health and functional status of consumers accurately and clearly according to organisational guidelines.
- Evaluating progress toward expected outcomes by continuous evaluation and reassessment of the outcomes of nursing care by reporting significant changes to the appropriate Registered Nurse.
- Involving the consumer and significant others in assessing, planning, implementing and evaluating care provision.

3.9 Manages nursing care of consumers and groups within the scope of enrolled nursing practice by:
- Implementing planned nursing care to achieve identified outcomes.
- Recognising and reporting changes in the health and functional status of consumers/groups to the Registered nurse.
- Ensuring communication, reporting and documentation are timely and accurate.
- Organising workload to facilitate planned nursing care for consumers and groups.
- Providing for the comfort needs of consumers and groups experiencing illness or dependence.
- Contributing to the health education of consumers or groups to maintain and promote health.
- Communicating with consumers and groups to enable therapeutic outcomes.
- Using health care technology appropriately.
- Reprioritising activities in response to sudden changes in the care delivery context.

3.10 Contributes to the promotion of safety, security and personal integrity of consumers and groups within the scope of enrolled nursing practice:
- Acting to enhance physical and psychological safety and ensuring that the comfort needs of consumers are provided for at all times.
- Maintaining and concluding caring, therapeutic and effective interpersonal relationships with consumers.
- Complying with relevant legislation, policies and guidelines.
- Ensuring own compliance with record and reporting systems.
- Taking a proactive approach to risk identification and minimisation by promoting preventative behaviours and processes.

3.11 Collaborates with other members of the health care team to achieve effective health care outcomes by:
- Demonstrating understanding of the roles of other members of the health care team and establishing and maintaining collaborative relationships with colleagues.
- Participating with consumers and other members of the health care team in decision making.
- Ensuring the maintenance of timely, accurate and appropriate verbal and written communication processes maintaining confidentiality at all times.
- Accurately and appropriately using health terminology.
- Communicating effectively with medical, allied health and clerical staff.
- Demonstrating respectful behaviour towards members of the health care team.
3.12 To contribute toward the provision of a safe and healthy work environment for self and others by:

- Reporting all accidents, incidents and near misses;
- Complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others; and
- Carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures.

3.13 Freedom of Information

- Comply with the Principles of the Code of Fair Practice, adopted by the Department of Health and Ageing, which regulate the collection, use, disclosure, storage and transfer of all consumer, staff and/or hospital operations information.

3.14 Equal Employment Opportunity

- Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining a knowledge of and adhering to the principles and standards of Equal Employment Opportunity Legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

List of relevant legislation, policies and procedures affecting Nursing Practice:

- Mental Health Act.
- Health Practitioner Regulation National Law (South Australia) Act
- Guardianship and Administration Act.
- Disability Discrimination Act.
- Health Care Act.
- Freedom of Information Act.
- Code of Fair Information Practice.
- Fire Arms Act
- Coroners Act

Acknowledged by Occupant ........................................... ....../...../.....
PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS  (Those characteristics considered absolutely necessary.)

Educational/Vocational Qualifications  (include only those listed in the Health Services HR Manual, as an essential qualification for the specified classification group)

- Enrolled as a Nurse with the Nursing & Midwifery Board of Australia and holds a current practising certificate
- Working towards or the satisfactory completion of a course of training leading to a qualification relevant to the area of practice.

Personal Abilities/Aptitudes/Skills  (Related to the job description, and expressed in a way which allows objective assessment.)

- Evidence of effective interpersonal and communication skills.
- Ability to provide consumer care and services within the specified limits of preparation, knowledge, skills and competence.
- Demonstrated ability to self-motivate, maintain professional integrity and confidentiality.
- Demonstrated ability to work effectively as a team member, in a team environment.

Experience  (Including community experience)

- Recent experience in nursing relevant to the area of practice with demonstrated competence.

Knowledge

- Demonstrated understanding of the competencies of the Enrolled Nurse
- Demonstrates maintenance of own professional education and appropriate skills relevant to own practice area
- Demonstrated understanding of the ANMC Code of Professional Conduct for Nurses in Australia and the Commissioner for Public Sector Employment Code of Ethics for the South Australian Public Sector
DESIRABLE CHARACTERISTICS  (To distinguish between applicants who have met all essential requirements).

Personal Abilities/Aptitude/Skills Experience

Experience

Knowledge

Educational/Vocational Qualifications  (Considered to be useful in carrying out the responsibilities of the position).

- Working towards or the satisfactory completion of an advanced Diploma relevant to the area of practice.

Other Details
COMMITMENT TO WORKPLACE VALUES

The Department of Health and Ageing values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department’s Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health and Ageing Employment Conditions.

Department of Health and Ageing Organisational Values are:

Honesty

We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

Respect

We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

Integrity

We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

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I ___________________________________ have the ability and commitment to behave consistently with the stated values of the Department of Health and Ageing.

______________________________ / /

Signature

Please complete and return attached to your application to the nominated person

“The right people with the right skills in the right place at the right time”