Southern Adelaide Local Health Network (LHN)

JOB AND PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Role Title:</th>
<th>Registered Nurse</th>
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<tbody>
<tr>
<td>Classification Code:</td>
<td>RN01</td>
</tr>
<tr>
<td>LHN/ HN/ SAAS/ DHA:</td>
<td>SOUTHERN ADELAIDE LOCAL HEALTH NETWORK</td>
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<tr>
<td>Hospital/ Service/ Cluster:</td>
<td>FMC / Nursing</td>
</tr>
<tr>
<td>Division:</td>
<td>Mental Health</td>
</tr>
<tr>
<td>Department/Section / Unit/ Ward:</td>
<td>Margaret Tobin Centre</td>
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<tr>
<td>Role reports to:</td>
<td>Operationally: Sector Manager</td>
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<tr>
<td></td>
<td>Professionally: Unit Manager</td>
</tr>
<tr>
<td>Role Created/ Reviewed Date:</td>
<td>June 2016</td>
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<tr>
<td>Criminal History Clearance Requirements:</td>
<td>Aged (NPC)</td>
</tr>
<tr>
<td></td>
<td>Child- Prescribed (DCSI)</td>
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<td></td>
<td>Vulnerable (NPC)</td>
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<td>General Proibty (NPC)</td>
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</table>

JOB SPECIFICATION

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

Employees classified at this level provide nursing and/or midwifery services in health service settings. Roles within this level consolidate knowledge and skills and develop in capability through continuous professional development and experience. An employee at this level accepts accountability for his or her own standards of nursing/midwifery care and for activities delegated to others.

Key Relationships/ Interactions:

Internal
- Operationally reports to Sector/Service Manager.
- Professionally reports to Clinical Services Coordinator (Level 3 or 4) or to the relevant position in your local health unit/service.
- Works collaboratively with staff and all members of the health care team;
- Contributes to the day to day operations of the unit.

External
- Maintains relationships with relevant government and non-government organisations as required for meeting the needs of the client group.
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

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.
- Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- Children’s Protection Act 1993 (Cth) – ‘Notification of Abuse or Neglect’.
- Disability Discrimination.
- Code of Fair Information Practice.
- 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/SAAS policies, procedures and standards
Special Conditions (such as non-metropolitan location, travel requirements, etc)

- Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014 specific to the role.

- 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 Children’s Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.

- Background Screening and National Criminal History Clearances 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 1998 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.

- Some out of hours work may be required.

- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.

- May be required to undertake a health assessment prior to commencement.

- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.

- 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.

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.

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.
STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

1.1 Assists with the provision of professional high quality patient/client care within the ward/unit/service aimed at improving patient/client health outcomes through:

1.1.1 Improving nursing/midwifery and patient/client care procedures and practices;

- Provide direct nursing/midwifery care and/or individual case management to patient/clients on a shift by shift basis in a defined clinical area;
- Assess individual patient/client needs, plan and implement or coordinate appropriate service delivery from a range of accepted options;
- Provide health education, counselling and/or therapeutic/rehabilitation programs to improve the health outcomes of individual patient/clients or groups;
- Plan and coordinate services with other disciplines or agencies in providing individual’s health care needs;
- Contribute to patient/client safety, risk minimisation and safe work activities within the practice setting;
- Practice as a Registered Nurse within a nursing model established to support patient/client centred care or, as a Registered Midwife working in partnership with women respecting and supporting their right to self-determination in the life processes of pregnancy, birthing and parenthood;
- Contribute to procedures for effectively dealing with people exhibiting challenging behaviours;

1.1.2 Contributing to the human resource management of the unit/service.

- Review decisions, assessments and recommendations from less experienced Registered Nurses/Midwives and Enrolled Nurses and students;
- Provide support and guidance to newer or less experienced staff, Enrolled Nurses student nurses and other workers providing basic nursing care;
- Support nursing/midwifery practice learning experiences for students undertaking clinical placements, orientation for new staff and preceptorship of graduates;

1.2 Contributes to the achievement of nursing/midwifery best practice and where relevant facilitates the development and application of relevant nursing research;

- Participate in quality assurance and/or evaluative research activities within practice setting;
- Use foundation theoretical knowledge and evidence based guidelines and apply these to a range of activities to achieve agreed patient/client care outcomes;

1.3 Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education:

- Continue own professional development, seek learning opportunities and develop and maintain own professional development portfolio of learning and experience.

1.4 Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.

1.5 Commitment to achieving and complying with National Safety & Quality Health Service Standards.
PERSON SPECIFICATION

1. ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

- Registered or eligible for registration as a Nurse by the Nursing and Midwifery Board of Australia, and who holds, or who is eligible to hold, a current practicing certificate. Must be enrolled in an approved Mental Health course or hold a qualification in mental health practice.

Personal Abilities/Aptitudes/Skills

- Effective communication skills including, problem solving, conflict resolution and negotiation skills.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload.

Experience

- Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.

Knowledge

- Knowledge and understanding of the role of the Registered General Nurse/Midwife within a healthcare setting
- Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards
- Understanding of Work Health Safety principles and procedures
- Understanding of Quality Management principles and procedures
- Understanding of Delegated Safety Roles and Responsibilities
- Awareness of National Safety and Quality Health Service Standards

2. DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- Ability to be, creative, innovative and flexible when approaching issues within a healthcare setting.

Experience

- Proven experience in basic computing skills, including email and word processing
- Experience with quality improvement activities.
- Recent experience as a registered nurse in a mental health setting.
Knowledge

- Knowledge of contemporary professional nursing issues.
- Knowledge of contemporary mental health nursing issues.
- Awareness of the Charter of Health and Community Services rights.

Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

- Qualifications relevant to specialty.

Other details
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, socio economic, 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:
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.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services 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; it sets out the South Australian Public Sector values as:

> Service – Proudly serve the community and Government of South Australia.
> Professionalism – Strive for excellence.
> Trust – Have confidence in the ability of others.
> Respect – Value every individual.
> Collaboration & engagement – Create solutions together.
> Honesty & integrity – Act truthfully, consistently, and fairly.
> Courage & tenacity- Never give up.
> Sustainability – Work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have of the lives of those who experience abuse and is committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST
Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification 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: