Job & Person Specification

Position Title: **Assistant in Nursing- Country Enrolled Nursing Cadetship Program**

Classification Code: **Assistant in Nursing**

Division:

Branch:

Section:

Type of Appointment:

- [ ] Ongoing
- [x] Temporary Part Time 1
- [ ] Other Term

Position Number:

Position Created:

Criminal History Clearance Requirements:

- [ ] Aged (NPC)
- [ ] Child- Prescribed (DCSI)
- [ ] Vulnerable (NPC)
- [ ] General Probit (NPC)

Job & Person Specification Approval

_______________________________  ____/____/___
CE or delegate

PREAMBLE:

Underpinning the Department of Health 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 patient/ 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.

**CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CSHALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.**
1. **Summary of the broad purpose of the position in relation to the organisation's goals:**

Assistants in Nursing (AIN) support Enrolled and Registered Nurses 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.

Employees at this level, work at all times under supervision by a Registered Nurse and their work may be overseen by an Enrolled Nurse within a care team.

Participants in the Country Enrolled Nursing Cadetship Program (Enrolled Nurse Cadets) are employed as Assistants in Nursing (AIN) in a part-time capacity, whilst undertaking a TAFE SA course approved by the by the Registration Authority leading to registration as an Enrolled Nurse.

2. **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).

Assistants in Nursing (Enrolled Nurse Cadets):

- Report to the Nurse Clinical Services Coordinators (Level 3 or 4) or to the relevant position in your local health unit/service;
- Works under the supervision of a Registered Nurse
- Works closely with preceptors and other staff to meet learning and workplace needs.
- Maintains cooperative and productive working relationships within all members of the health care team

3. **Special Conditions.** (such as non-metropolitan location, travel requirements, etc)

- 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 (DCSI)
- 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 working in Aged Care
- Prescribed Positions will also require a NPC general probity clearance
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue
Special Conditions (Continued)

- Assistants in Nursing employed in the Country Enrolled Nursing Program (Enrolled Nurse Cadets) are employed on the basis that the person is enrolled or will be enrolled with TAFE SA as the approved training provider, to undertake the Diploma of Nursing Program.

- Assistants in Nursing who are participants in the Country Enrolled Nursing Program (Enrolled Nurse Cadets) are employed in a temporary part-time position (15 hours per week).

- 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.

- 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.

- The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, CHSALHN will provide support and assistance in accordance with the provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does not apply to existing CHSALHN employees with continuous employment with CHSALHN which commenced prior to 17 October 2016.

4. Statement of Key Outcomes and Activities (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

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

- Assistance to nurses in routine tasks with patients/ clients associated with the activities of daily living;
- Routine technical support functions at the level of setting up for nursing procedures, cleaning equipment and managing local stock levels;
- Verbal and written communication related to routine work activities;
- Contributing to the maintenance of a physically and culturally safe environment for patient/ clients and staff;
- Participation in quality improvement activities;
- Such nursing care and procedures that assist them in their learning capacity to develop the competencies required to achieve the qualification in which they are enrolled.
4.2 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 (WHS)
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Keeping Them Safe Legislation (inclusive of Mandatory Notifier)
- Disability Discrimination
- Code of Fair Information Practice
- Relevant Australian Standards
- Duty to maintain confidentiality

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.

- 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.

Approved by Line Manager: _________________________ ___/___/___
Acknowledged by Occupant: _________________________ ___/___/___
PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

PLEASE NOTE:
It is recommended that a Maximum of 15 criteria only (in total) be included in this section (ie the number of Essential and Desirable criteria combined should not exceed 15).

Educational/Vocational Qualifications (include only those listed in Commissioner’s Standard 2, Attachment C as an essential qualification for the specified classification group)

Assistants in Nursing (Country Enrolled Nursing Program)
- 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 and has completed any training required by the employer relevant to the safe and competent performance of work at this level;

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):
- Effective verbal and written communication skills
- Ability to work in a multidisciplinary team environment
- Ability to maintain confidentiality

Experience
- Be enrolled as a student in an approved undergraduate Enrolled Nursing Program.

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 (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications (include only those listed in Commissioner’s Standard 2, Attachment C, as an essential qualification for the specified classification group)

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

Experience

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

Knowledge

- Knowledge of Quality Improvement Systems as applied to a hospital setting
- Knowledge of contemporary nursing and health care issues

Other Details:
COMMITMENT TO WORKPLACE VALUES

The Department of Health 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 Employment Conditions.

Department of Health 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.

_________________________ / /
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”