



PLEASE NOTE: THIS IS AN EXAMPLE OF A GENERIC JOB AND PERSON SPECIFICATION FOR A RN-1 LEVEL POSITION. IT IS USED AS THE BASIS FOR JOB AND PERSON SPECIFICATIONS ACROSS SA HEALTH. EACH HOSPITAL OR HEALTH UNIT MAKES RELEVANT CHANGES FOR THEIR PARTICULAR SITE. IF YOU ARE OFFERED A POSITION ON A TPPP YOU WILL BE PROVIDED WITH THE RELEVANT JOB AND PERSON SPECIFICATION IN YOUR CONTRACT OF EMPLOYMENT.

EXAMPLE JOB AND PERSON SPECIFICATION FOR TPPP

Position Title: **Registered Nurse
Transition to Professional Practice Program (TPPP)**
Classification Code: **Registered Nurse (Level 1)**

Division:
Branch:
Section:
Position Number:
Position Created:

Type of Appointment:
 Ongoing
 Temporary
 Other Term

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.

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

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

The Registered Nurse provides nursing services in primary health, secondary, tertiary or quaternary service settings.

The Registered Nurse consolidates knowledge and skills and develop in capability through continuous professional development and experience.

The Registered Nurse accepts accountability for their own standards of nursing care and for activities delegated to others.

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).

The Registered Nurse;

- Reports to the Nurse/Clinical Services Coordinators (Level 3 or 4) or to the relevant position in your local health unit/service;
 - Provides the direct or indirect supervision of a Assistant in Nursing, Students in Enrolled Nursing and Enrolled Nurses
 - Collaborative working relationship with all nursing and or Midwifery staff;
 - Maintains cooperative and productive working relationships within all members of the health care team.
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3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- Required to work in accordance with a roster over 7 days
 - The appointee will be subject to pre-employment checks prior to confirmation of appointment.
 - The incumbent may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.
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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 care within the ward/unit/service aimed at improving patient health outcomes through:

4.1.1 Improving nursing and patient care procedures and practices by;

- Providing direct nursing care and/or individual case management to patients/clients on a shift by shift basis in a defined clinical area;
- Assessing individual patient/client needs, planning and implementing or coordinating appropriate service delivery from a range of accepted options;
- Providing health education, counselling and rehabilitation programs to improve the health outcomes of individual patients/clients or groups;

Statement of Key outcomes and Activities (Continued)

- Planning and coordinating services with other disciplines or agencies in providing individual's health care needs;
- Contributing to patient safety, risk minimisation and safe work activities within the practice setting;
- Practicing as a Registered Nurse within a nursing model established to support patient/client centred care;
- Contributing to procedures for effectively dealing with people exhibiting challenging behaviours;

4.1.2 Contributing to the human resource management of the unit/service by.

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

4.2 Contributes to the achievement of nursing best practice and where relevant facilitates the development and application of relevant nursing research by;

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

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

- Continuing own professional development, seek learning opportunities and developing and maintaining own professional development portfolio of learning and experience.

4.4 Health Unit to insert any local generic statements related to

- Requirements for participation in Counter Disaster activities
- Requirements related to Equal Opportunities and Occupational Health Safety and Welfare

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)

Registered or eligible for registration as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

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

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- Effective communication skills including, problem solving, conflict resolution and negotiation skills.
 - Ability to work effectively within a multidisciplinary team.
 - Ability to prioritise workload.
 - Ability to be, creative, innovative and flexible when approaching issues within a healthcare setting.

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 within a healthcare setting
- Knowledge of Health Practitioner Regulation National Law Act 2009 (Qld) and the Health Practitioner Regulation National Law (SA) Act 2010.
- Understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the ANMC Code of Professional Conduct for Nurses in Australia (2003) and the Code of Ethics for South Australian Public Sector Employees
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of Quality Improvement Systems as applied to a healthcare setting.

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)

- Where applicable, qualifications relevant to specialty.
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Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

Experience

- Experience with quality improvement activities.
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Knowledge

- Knowledge of contemporary professional nursing issues.
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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.

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”