Government of South Australia
Women's and Children's Health Network

# ROLE DESCRIPTION

| | |
|---|---|
| **Role Title:** | Associate Nurse Unit Manager (Clinical) – Periop Scrub Scout |
| **Classification Code:** | Registered Nurse Level 2A |
| **LHN/ HN/ SAAS/ DHA:** | Women's and Children's Health Network |
| **Hospital/ Service/ Cluster** | Women's and Children's Health Network |
| **Division:** | Surgical Services |
| **Department/Section / Unit/ Ward:** | Perioperative Services |
| **Role reports to:** | Nurse Unit Manager |
| **Role Created/ Reviewed Date:** | Created May 2026 |
| **Criminal History Clearance Requirements:** | Working with Children Check (issued by DHS)<br>National Police Check (issued by approved provider) |
| **Immunisation Risk Category** | Category A (direct contact with blood or body substances) |

## ROLE CONTEXT

**Primary Objective(s) of role:**

Provide nursing and/or midwifery services within the Perioperative settings, specifically the Instrument & Circulating Nurse roles. Their skills have been Consolidated by experience and/or further study and those employed at this level are developing from competent to Proficient practitioners.

Accepts accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Provide support to the Nurse/Midwife Unit Manager or equivalent in the leadership of nurses/midwives in the ward/unit/service.

Employees in this role will undertake a portfolio within which they will:

- Promote continuity and consistency of care in collaboration with other AN/MUM and the Nurse/Midwife Unit Manager or equivalent.
- Assist the Nurse/Midwife Unit Manager or equivalent in the implementation of practice changes; and
- Assist the Nurse/Midwife Unit Manager or equivalent in undertaking ward/unit/service management responsibilities, eg. Performance management processes, recruitment, staffing, leave management, rostering, work allocation and attendance management, financial and supplies planning and monitoring.

**Key Relationships/ Interactions:**

Internal

- Maintains a close working relationship with the Clinical Nurse/Midwife (Level 2) and supports the role of the Nurse/Midwife Unit Manager.
- Maintains cooperative and productive working relationships with all members of the healthcare team.
- Supports and works collaboratively with less experienced members of the nursing team.

External

- Maintains relationships with non-government organisations or other government organisations.
- Patients/carers/parents who are the service clients

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Managing a team and addressing inconsistencies in between practice and policies/procedures
- Monitoring and managing unit resources and promoting a culture of due diligence
- Keeping up-to-date with professional standards of practice, implementing and monitoring evidence based care and quality and safety initiatives
- Dealing appropriately with children, youth, women and their families where there can be multiple complexities, diverse cultural backgrounds and consumer expectations.
- Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.

**Delegations:**

- N/A

**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 Reference 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)* - maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act 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.
- Meeting immunisation requirements as outlined by the *Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy*
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA) 'Notification of Abuse or Neglect'*
- Addressing 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.
- Maintaining confidentiality.
- Ensuring a smoke free workplace.
- Valuing and respecting the needs and contributions of SA Health Aboriginal staff and clients and committing to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Creating an inclusive and responsive environment where Aboriginal and Torres Strait Islander consumers are welcomed, valued and respected for their cultural knowledge and lived experiences. Our commitment

extends to enhancing culturally safe workplaces by investing in our Aboriginal and Torres Strait Islander workforce, aligning with the SA Health Aboriginal Workforce Framework.

- Elevating the cultural capability of our non-Aboriginal staff, ensuring they can drive meaningful improvements in the health system, policies, planning and practices. This ensures our services are responsive to the cultural needs identified by Aboriginal and Torres Strait Islander people.
- Supervising and overseeing of volunteers assigned within the department, in collaboration with the WCHN Volunteer Unit. Refer to Volunteer Engagement and Management Procedure
- 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/WCHN/LHN/SAAS policies, procedures and standards
- WCHN Clinical Governance and Consumer Engagement Framework and all requirements of the National Safety & Quality Health Service Standards (2nd Edition).
- Accountable for contribution to the safety and quality of care delivered to WCHN consumers (refer to Accountability Statement below).

The SA Health Workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**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.

**Special Conditions:**

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit, and must be renewed every 5 years from the date of issue
- For 'Risk Assessed Roles' under the *NDIS Worker Screening Rules 2018*, the individual's NDIS Worker Check must be renewed every 5 years from the data of issue (or are required to be compliant with transitional arrangement for South Australia).
- Failure to renew required criminal history screenings prior to nominated expiry will require your absence by way of approved leave until a renewal is obtained.

- A satisfactory National Police Certificate (NPC) assessment is required.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- 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.
- This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.

**Zero Tolerance to Racism:**

The Women's and Children's Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.

Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: ***Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace***.

**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 always 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.

## Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|---|---|
| Lead the Team | > Ensure that service provision and the activities of the Division are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients.<br>> Ensure the effective management of human, financial and physical assets within the unit through appropriate planning and allocation of resources to achieve agreed business and strategic plans.<br>> Lead, develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.<br>> Budget preparation, monitoring and reporting and adherence to resources allocations. |
| Direct/Indirect patient/client care | > Provide proficient, person centred, clinical nursing/midwifery care and/or individual case management to patients/clients in a defined clinical area;<br>> Monitoring patient/client care plans to ensure appropriate care outcomes are achieved on a daily basis;<br>> Oversee the provision of nursing/midwifery care within a team/unit. |
| Support of health service systems | > Assists and supports the Nurse/Midwife Unit Manager or equivalent in management, clinical and education activities;<br>> Plan and coordinate services including those from other disciplines;<br>> Act to resolve local and/or immediate nursing/midwifery care or service delivery problems;<br>> Support change management processes. |
| Education | > Participate in clinical teaching, overseeing learning experience, and goal setting for students, new staff and staff with less experience;<br>> Assist the Nurse/Midwife Unit Manager and Nurse/Midwife Educators to maintain a learning culture by being a resource person, encouraging reflection and professional development, and assisting others to maintain portfolios/records of learning. |
| Research | > Participate in clinical auditing, clinical trials and/or evaluate research;<br>> Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes;<br>> Assist the Nurse/Midwife Unit Manager or equivalent to maintain and record monitor and evaluate research activities in the ward/unit. |
| Professional Leadership | > Promote continuity and consistency of care in collaboration with the Nurse/Midwife Unit Manager or equivalent of the ward/unit/service;<br>> Provide shift by shift leadership in the provision of nursing/midwifery care within a team or unit and facilitate patient flow;<br>> Act as a resource person within an area based on knowledge, experience and skills. |

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- Registered or eligible for registration as a Nurse by the Nursing and Midwifery Board od Australia and who holds, or who is eligible to hold a current practicing certificate

### Personal Abilities/Aptitudes/Skills:

- Proven commitment to the principles and practice of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and provision of the person and family centred care.
  - Risk management.
- Effective Communication, problem solving, conflict resolution and negotiation skills.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload and met set timelines, whilst working under minimal supervision.
- Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.

### Experience

- Registered Nurse/Midwife with at least 3 years, full time equivalent, post registration experience.
- Demonstrated competence in scrub/scout perioperative nursing practice in accordance with the relevant standards
- Experience in the leadership and direction of student nurses and less experienced registered nurses.
- Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (mandatory for all clinical positions)

### Knowledge

- Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- Knowledge of Quality Improvement Systems as applied to health care settings.
- Knowledge of contemporary professional nursing/midwifery and health care issues.
- Awareness of National Safety and Quality Health Service Standards.
- Understanding of Delegated Safety Roles and Responsibilities.
- Understanding of Work Health Safety principals and procedures.
- Understanding of Quality Management principles and procedures.
- Awareness of person and family centred care principals and consumer engagement principals and procedures.

## 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:

- Ability to work within a team framework that fosters an environment that develops staff potential.
- Skills in using computers and software relevant to the area of practice.

### Experience

- Proven experience in basic computing skills, including email and word processing.
- Experience with quality improvement activities.
- Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice

### Knowledge

- Awareness of the Charter of Health and Community Service Rights
- Knowledge of the South Australian Public Health System.
- Knowledge of the ACORN, ANZCA and AS/NZS4187 Standards which govern practice.

## 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 Wellbeing.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc.and SA Ambulance Service Inc.

**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 Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services.
- Primary health care and population health programs.
- Integrated community care services.
- Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs.
- Education and training programs.
- Research.

## 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.

**Domestic and Family Violence**

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

**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:**

# Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

**Consumers**
Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

**Staff including Contractors, Locums, Agency, Students and Volunteers**
All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

**Clinicians**
All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

**Managers**
Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

**Executive/Divisional Directors**
Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

**WCHN Committees**
WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

**Chief Executive Officer**
The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

**Board**
The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

# WCHN Strategy Refresh 2026 & Beyond

## Healthy Generations, Thriving Communities

**Vision**

Healthy communities where every individual has the opportunity to thrive

**Purpose**

To strengthen the health and wellbeing of future generations

**Values**

Compassion, Respect, Equity, Accountability, Together for Excellence

## Strategic Themes

- **Meaningful gains in Aboriginal Health**
- **Value what matters to consumers, their culture and community**
- **Connected care that is trusted and well informed**
- **Provide leading healthcare for women, babies, children and young people**

## Key Enablers

- Reconciliation and Truth Telling
- Research
- Leadership and culture
- Contemporary infrastructure
- Trusted data systems and governance
- Capable and well workforce
- Environmental sustainability
- Integrated governance

## Priority Actions

**We will** embed targeted Aboriginal Health Services with culturally safe and competent staff

**We will** embed research and utilise data for evidence-based clinical practice and service improvement, and sustainability planning

**We will** expand models of care closer to home

**We will** be the intentional system leader to deliver greater access and equity across South Australia and beyond

**We will** embed staff and consumer co-design into service planning

**We will** give voice to consumers experiencing vulnerability through active advocacy

**We will** maximise meaningful engagement and achieve greater community reach ensuring every contact counts

**We will** co-design the new hospital to deliver the needs of tomorrow's consumers and health workforce

**We will** invest in interprofessional education and development that benefits our diverse workforce and consumers across SA and beyond

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Women's and Children's Health Network

CREATE together