

ROLE DESCRIPTION

Role Title	Nursing Divisional Director-Care of the Older Person
Classification Code	Registered Nurse/Midwife Level 5 – RN/M5.2
Position Number	P45876
Local Health Network	Limestone Coast Local Health Network
Hospital/ Service/ Cluster	Regional
Division	Nursing and Midwifery
Department/Section / Unit/ Ward	
Role reports to	Executive Director Nursing and Midwifery
Role Created/ Reviewed Date	September 2024
Criminal History Clearance Requirements	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Check Please click here for further information on these requirements
Immunisation Risk Category	Category A (direct contact with blood or body substances) Please click here for further information on these requirements

ROLE CONTEXT

Primary Objective(s) of role:
<p>To provide transformational and innovative leadership, governance, and direction for Aged Care Services across the Local Health Network. The focus of this component of the role is to deliver the highest quality of care to older persons. This will be through development and implementation of frameworks and systems within which Nursing/Midwifery employees practice, and on monitoring and evaluating clinical practice and service delivery standards.</p> <p>The role will be responsible for the development and implementation of strategic frameworks to support the evaluation of aged care clinical practice, risk management and service delivery standards.</p> <p>The focus of this component of the role is to ensure the delivery of the highest quality of care to older persons. This will be through collaboration and consultation with the development and implementation of LHN wide strategic frameworks and systems within which Nursing/Midwifery employees practice and deliver care.</p> <p>Provide a key support role to the Executive Director Nursing & Midwifery by ensuring that aged care services across the LHN function as a highly effective component of the organisation producing a high degree of confidence in the service delivery.</p> <p>Employees in this role accept accountability for the governance and practice standards of nurses/midwives; the development and effectiveness of systems to support, evaluate and consistently improve nursing/midwifery practice and healthy work environments, and the cost-effective provision of health services within their span of appointment.</p>
Direct Reports:
<ul style="list-style-type: none"> > LeeCare educator > TBC-Nurse Practitioner-Older person/s

Key Relationships/ Interactions:
<p><u>Internal</u></p> <ul style="list-style-type: none"> > The Nursing Divisional Director-Care of the Older Person, reports and is accountable to the Executive Director Nursing and Midwifery. > Maintains close collaborative working relationships with Executive Officers, Directors of Nursing and Midwifery (EO/DONM) and the Executive Director of Community and Allied Health (EDCAH) > The Nursing Divisional Director-Care of the Older Person is a member of the Local Health Network nursing leadership team. > Works closely with executive and senior clinical and management personnel and disciplines including. > medical, allied health, scientific and technical services. > Close working relationships with senior officers in SA Health and other Local Health Network Directors. > Nursing and Midwifery / Executive Officers in other Local Health Networks and other Government Agencies. > Works with the relevant Quality, Risk and Safety team members. > Maintains cooperative and productive working relationships within all members of the health care team. <p><u>External</u></p> <ul style="list-style-type: none"> > Maintains relationships with non-government organisations or other government organisations to meet the needs of the client group.
Challenges associated with Role:
<ul style="list-style-type: none"> > Providing strategic and operational leadership support for nursing/midwifery and other services within the scope of role across the Local Health Network. > Provides high level advice and support to the Executive Director Nursing & Midwifery, leadership team and SA Health as required on professional Nursing issues. > Accountable for the service/s human, financial and material resources within scope of the role and promoting a culture of due diligence. > Building a culture of quality and safety that is resident/client centred. > Leading innovation and change management to address emerging service and workforce needs within span of control.
Delegations:
<p>As per the LHN Human Resource Delegations and Authorisations and the LHN Financial Delegations.</p>
Resilience:
<p>SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.</p>
Performance Development
<p>It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and values and strategic direction.</p> <p>As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.</p>

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)* 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.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > 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.
- > 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
- > Comply with all SA Health, LCLHN and workplace Policies, Procedures, Guidelines, and Standards.

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.

Confidentiality and 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.

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.

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Cultural Statement:

The Limestone Coast Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Special Conditions:

*NB Reference to legislation, policies and procedures includes any superseding versions

- > 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 National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > 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 employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > Must be an Australian Resident or hold a current working visa.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > 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 may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, [Click or tap here to enter text.](#) will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does not apply to existing LHN employees with continuous employment within the LHN which commenced prior to 1 October 2016.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Direct/indirect patient/client care</p>	<ul style="list-style-type: none"> > Professional, operational or corporate leadership of nursing/midwifery activities to achieve continuity and quality of service in the division; > Oversee the standards of nursing and midwifery clinical practice; > Integrate and evaluate models of care; > Evaluate, monitor, and support the standards of nursing clinical practice in the care of older person/s services. > Integrate and evaluate models of care to support contemporary care of the older person/s. > Develop and implement strategic frameworks that support a culture which is resident/client centred and where resident/client engagement is central to all aspects of service delivery. > Developing and implementing strategies to support high level services to older person/s within LHN directorates. > Change processes and practices in accordance with emerging management needs, evaluation results and imminent systems problems > Coordinate, lead and manage portfolios/projects/programs of significant scope to contribute to the development, implementation and evaluation of relevant practices and policies. > Use and develop or make significant adaptation to care and/or management information systems.
<p>Support of health service systems</p>	<ul style="list-style-type: none"> > Lead and coordinate the development and evaluation of consistent aged care protocols, standards, policies and procedures relating to care of the older person/s. > Lead and participate in the development of customised Key Performance Indicators and/or outcomes measurement models that influence organisation wide reporting processes in relation to care of the older person/s > Participate in the strategic development and evaluation of initiatives involving changes in organisational processes and practices in response to emerging service and workforce needs, in collaboration with EO/DON's and NUM's in the care of the older person/s. > May also provide leadership and management to ancillary and other staff located within the division/stream. > Provide corporate management of nursing/midwifery services for a specified nursing/midwifery division which may also operate within a clinical stream; > May be required to provide management of services other than nursing/midwifery; > Oversee human resource systems implementation including processes and standards of nursing/midwifery staff recruitment, performance, development and retention. > Implement the corporate administrative and risk management frameworks within frame of responsibility within span of appointment; > Contribute to and implement the corporate nursing and midwifery professional practice framework established by the DON/M; > Develop and guide the use of information systems to inform decision making, and manage practice; > Determine milestones and priorities; > Lead the establishment of healthy working environments, respectful relationships and learning cultures across span of appointment; > Within a culture of due diligence be responsible for financial budgeting and management within span of control, and contribute to financial budgeting and management for the organisation.

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<p>Education</p>	<ul style="list-style-type: none"> > Hold a contemporary professional practice portfolio containing professional development evidence commensurate with the level of autonomy, authority and influence expected of the role. > Develop, and encourage a learning environment by mentoring and promoting team development and individual capacity building
<p>Research</p>	<ul style="list-style-type: none"> > Integrate contemporary information and research evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level eg. Critically appraise and synthesise the outcomes of relevant research. > Initiate, conduct, implement and/or guide a major research or systems development portfolio relevant to improved service outcomes. > Contribute specific expertise to monitoring and evaluative research activities in order to improve nursing or midwifery practice and service delivery. > Coordinating and managing projects, programs and/or research to achieve improved patient/client outcomes and/or service delivery. > Directly undertake and/or oversee a major research or evaluative project. > Coordinate, lead and/or manage complex care research that contributes to the development, implementation and evaluation of strategic directions, policies, goals and objectives that support professional practice.
<p>Professional leadership</p>	<ul style="list-style-type: none"> > Work collaboratively with other professionals in the leadership of a division/stream; > Contribute and provide state-wide leadership, advice and planning nationally and state-wide on nursing and midwifery professional issues; > Actively participate in internal and external advisory groups, expert panels, working groups and/or committees; > Contribute to strategic leadership for innovation, change processes, and coordinated responses to emerging service and workforce needs within span of control; > Lead, coach, coordinate and support direct reports.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

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

Personal Abilities/Aptitudes/Skills:

- > Demonstrated leadership qualities including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- > Demonstrated ability to participate in and contribute to key decision-making processes at a senior level.
- > Demonstrated skills in creative thinking, analysing and conceptualising problems, formulating and executing appropriate solutions and negotiating successful outcomes in an innovative and resourceful manner.
- > Demonstrated ability to work with a high degree of autonomy.
- > Demonstrated ability to communicate and work with others to influence and earn the trust and respect of relevant parties gaining co-operation and support.
- > Demonstrated highly developed report writing and oral presentation skills.
- > Demonstrated leadership relating to safety and quality for older persons.
- > Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- > Proven ability to perform effectively under pressure and prioritise workloads.
- > Demonstrated ability to manage a service including resource management.
- > Demonstrated flexibility, innovation and creativity which can be applied across healthcare settings, particularly in regard to the provision of nursing services and service delivery in the care of the older person/s.

Experience

- > Registered Nurse with at least 5 years post registration experience.
- > Proven experience in the Aged Care Sector and extensive understanding and application of aged care Commonwealth funding guidelines and ability to proactively apply this in a changing aged care environment.
- > Experience in working with people with dementia.
- > Experience as a leader or manager in the health care industry, in particular the care of the older person/s.
- > Experience in managing and leading complex projects
- > Experience in leading services or organisations through times of extensive change
- > Experience in applying contemporary management processes and practices in a relevant health care setting.
- > Experience in leading quality improvement initiatives in health care settings.

Knowledge

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Registered Nurse with at least 5 years post registration experience.
- > Proven experience in the Aged Care Sector and extensive understanding and application of aged care Commonwealth funding guidelines and ability to proactively apply this in a changing aged care environment.
- > Experience in working with people with dementia.
- > Experience as a leader or manager in the health care industry, in particular the care of the older person/s.
- > Experience in managing and leading complex projects

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- > Experience in leading services or organisations through times of extensive change
- > Experience in applying contemporary management processes and practices in a relevant health care setting.
- > Experience in leading quality improvement initiatives in health care settings
- > Knowledge of contemporary nursing/midwifery and health care issues.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post graduate studies in nursing, health services management, health administration or human services relevant to the area of practice.

Personal Abilities/Aptitudes/Skills

- > Skills in using computers and software relevant to the area of practice.

Experience

- > Experience in facilitating health research and applying beneficial results to the area of practice.

Knowledge

- > Knowledge of the South Australian Public Health System.

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 Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network, Yorke and Northern 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.

Limestone Coast Local Health Network:

Residents within the Limestone Coast Local Health Network have access to a wide range of health care services. The Limestone Coast region covers a large geographical area which consists of the Upper and Lower South East, and extends all the way to the Victorian border.

Services provided within the South East region include accident and emergency, day and inpatient surgery, aboriginal health, obstetric services, community health and aged care services.

We have Health facilities located within Mount Gambier, Bordertown, Kingston, Millicent, Naracoorte and Penola. The links below can be used to navigate to detailed information on the different Hospital and Aged Care sites, as well as Country Health Connect.

The health units within the Limestone Coast LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

Values

LCLHN Values

The values of LCLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

Integrity	<ul style="list-style-type: none"> > We know integrity involves not only doing what is right when everyone knows, but also when no one is watching > We recognise the importance of our work and display a high standard of professionalism > We do what we say and say what we mean
Honesty	<ul style="list-style-type: none"> > We engage in open, clear and honest communication > We are transparent and truthful in our actions > We acknowledge our strengths, limitations and mistakes and learn from these for improvement
Courage	<ul style="list-style-type: none"> > We have the courage to speak up and respectfully challenge others > We are committed to being a high performing team and support a culture that fosters continued progress and growth > We show resilience in the face of adversity
Care	<ul style="list-style-type: none"> > We provide compassionate, appropriate and safe care in a supportive and nurturing environment > We partner with consumers, family members and carers to help them make decisions and support them along the care continuum > We create a culture of care where staff are supported and positively engaged in their work
Respect	<ul style="list-style-type: none"> > We seek to understand and value others by putting ourselves in their shoes > We listen attentively, communicate openly and act without judgement > We recognise and welcome diversity within our community and our staff

Code of Ethics

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.

Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

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: