SA Health Job Pack

Job Title | Cystic Fibrosis Clinical Services Coordinator
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Job Number | 609747
Applications Closing Date | 10 February 2017
Region / Division | Central Adelaide Local Health Network
Health Service | Royal Adelaide Hospital
Location | Adelaide
Classification | RN/M3
Job Status | Ongoing full time
Indicative Total Remuneration* | $115,331/$122,084 pa

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- [ ] Child Related Employment Screening - DCSI
- [x] Vulnerable Person-Related Employment Screening - NPC
- [ ] Aged Care Sector Employment Screening - NPC
- [ ] General Employment Probity Check - NPC

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

Contact Details

<table>
<thead>
<tr>
<th>Full name</th>
<th>Susan Waters, Nursing Director Medical Specialties, CALHN</th>
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<tbody>
<tr>
<td>Phone number</td>
<td>0481013423</td>
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<tr>
<td>Email address</td>
<td><a href="mailto:Susan.Waters@sa.gov.au">Susan.Waters@sa.gov.au</a></td>
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Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- A covering letter of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- A current Curriculum vitae/Resume that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

  - The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
  - Information for Applicants
  - Criminal History Assessment requirements

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**JOB AND PERSON SPECIFICATION**

Position Title: **Clinical Services Coordinator, Cystic Fibrosis Service**

<table>
<thead>
<tr>
<th>Classification Code: Registered Nurse Level 3</th>
<th>Division:</th>
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<td>Type of Appointment:</td>
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Job & Person Specification Approval

______________________________  ___/___/____
CE or delegate

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**PREAMBLE:**

Underpinning the Department of Health and Ageing 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 patients/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:

Employees classified at this level use their clinical knowledge and experience to provide the pivotal co-ordination of patient care delivery within South Australian Cystic Fibrosis Service Program, CAHLN.

The main focus of this role is the line management, coordination and leadership of nursing and ability to work collaboratively with the multidisciplinary team to achieve continuity and quality of patient care. Work at this level is undertaken by employees with at least 3 years post registration experience.

The Clinical Service Coordinator is accountable for the delivery of high quality nursing care which is consistent with the Department of Health and Ageing quality framework.

Employees in this role accept accountability for the outcomes of nursing practices and multidisciplinary team outcomes in the specific practice setting; for addressing inconsistencies between practice and policy; and for developing team performance and a positive work culture in the interest of patient outcomes.

The role requires an understanding of the complexity of the Cystic Fibrosis Program and its interrelationships with the Department of Thoracic Medicine, RAH Respiratory ward and service delivery in the community and home settings.

The Cystic Fibrosis Clinical Service Coordinator has a pivotal role in:

- Adult Cystic Fibrosis Hospital at Home program
- Outpatient Clinic organisation and coordination
- Acute Care collaboration
- Developing and maintaining cooperative working relationships with community organisations
- Formulation and monitoring of service delivery
- Accountability for team values and culture

This role is unique in that it requires single disease adolescent and adult acute and chronic care expertise, and is responsible and accountable, in partnership with the Medical Head of Unit, to empower the Cystic Fibrosis team toward an established unified objective to deliver high quality care.
2. Reporting/Working Relationships

The Nurse Clinical Service Coordinator:

- Operationally and professionally reports to Nursing Director (Level 5) of CALHN Medical Specialties
- Works with Medical Unit Head, Cystic Fibrosis, to deliver the Cystic Fibrosis program
- Maintains close collaborative working relationships with all level 3 and level 4 Nurses in the respiratory team and across CALHN
- Provides direct line report and maintains a close working relationship with the Clinical Nurses (Level 2) and less experienced members of the nursing team
- Maintains cooperative and productive working relationships within all members of the health care team

3. Special Conditions.

- The appointee may be subject to a Criminal History Check prior to confirmation of appointment.
- The incumbent may be required to enter into an annual performance agreement for the achievement of the Cystic Fibrosis Program deliverables
- May be required to work at any site within SA Health
- Current driving licence and willingness to drive
- This position is based at the Royal Adelaide Hospital, but is responsible for delivery of services across CALHN

4. Statement of Key Outcomes and Activities

4.1 Ensures the provision of professional high quality patient care within the Cystic Fibrosis Program aimed at optimising patient health outcomes through:

4.1.1 Optimising nursing and patient care procedures and practices;

- Coordinate and oversee nursing care and health service delivery for South Australian Cystic Fibrosis Program
- Implement and co-ordinate, processes for quality improvement and continuity within corporate risk management and nursing professional practice frameworks;
- Utilise available information systems to inform decision making, evaluate outcomes and convey information to staff;
- Implement local processes to operationalise the corporate risk management framework including investigating complaints, incidents and accidents;
- Optimise local processes and practices in accordance with emerging service needs, care evaluation results, identified imminent systems problems, and coordination of local activities with corporate systems;

4.1.2 Contributing to the human and material resource management of the service;

- Undertake and oversee local resource management within a corporate administrative framework including some or all of the following within The Cystic Fibrosis Program: Recruitment, staffing, leave management; rostering, work allocation and attendance management;
- Financial and supplies planning and monitoring.
4.2 Provides leadership to facilitate the professional development of Nurses and other staff within The Cystic Fibrosis Program

- Lead the nursing team within the professional practice framework established by the Director of Nursing, and leads within a multidisciplinary team;
- Develop and maintain a learning environment, taking a coaching approach to team development, individual capability development and performance management;
- Maintain productive working relationships and managing conflict resolution;

4.3 Contributes to the achievement of nursing best practice and facilitates the development and application of relevant nursing and Cystic Fibrosis research;

- Integrate contemporary information and research evidence with personal experience to support the decision making, innovative thinking and objective analysis that is expected at this level;

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

- Holds a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role.
- Participates in local, national and global Cystic Fibrosis forums and professional organisations

4.4 Promotes and implements the development and maintenance of a safe environment by coordinating activities relating to:

- Occupational health and safety
- Infection control.
- Accident prevention
- Prevention of sexual harassment.
- Prevention of negatively discriminating behaviour.
- Cultural awareness.
- Supporting a pro-active approach to risk management.

4.5 Ensures that staff and other persons in their work areas are safe from risks to health and safety by:

- Carrying out responsibilities as detailed in organisational occupational health, safety and injury management (OHSM&IM) policies and procedures;
- Implementing and monitoring relevant OHS&IM policies and procedures within their work area;
- Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees;
- Participating in OHS&IM planning;
- Providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out their work;
- Maintaining relevant OHS&IM documentation; and
- Consulting with health and safety representative, committees and staff on changes to the workplace with have the potential to impact on health and safety.
4.6 Contributes toward the provision of a healthy, safe and equitable working environment by adhering to the principles and standards of Equal Employment Opportunity Legislation, which:

- Ensures employees are recruited, selected, trained, transferred and promoted solely on the basis of merit without regard to age, marital status, physical disability, intellectual impairment, pregnancy, race, sex or sexuality;
- Ensures all employees in the workplace are treated in a fair and equitable manner; and
- Identifies and eliminates discrimination, bullying and harassment in the workplace.

4.7 Central Adelaide LHN Nursing Division acknowledges and supports the “Commitment to Workplace Values” of the Department of Health and Ageing. Central Adelaide LHN nurses act to promote a culture consistent with the Central Adelaide LHN Nursing Vision Statement underpinned by a set of core values that are reflected in the everyday practice of all levels of nursing.
PERSON SPECIFICATION

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:

- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload and meet set timelines.
- Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.
- Demonstrated ability in the facilitation of change management.
- Demonstrated ability to foster a workplace environment that develops staff potential
- Competence with information technology including corporate SA Heath programs (or equivalent)

Experience

- Registered Nurse and or Midwife with at least 3 years post registration experience.
- Experience in management and leadership
- Experience in the supervision of student nurses, enrolled nurses and less experienced registered nurses.
- Experience in the management of adolescent or adult patients with chronic illness and understanding of the chronic disease management principles

Knowledge

- Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards
- Knowledge of Quality Improvement Systems as applied to a healthcare setting.
- Knowledge of contemporary professional nursing and or midwifery and health care issues.
DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

• Tertiary qualifications in post graduate nursing or human services related discipline.

Personal Abilities/Aptitudes/Skills:

• Demonstrated ability to work within or manage a multi-disciplinary team

Experience

• Experience in coordination and leadership with a Multidisciplinary team
• Experience in the financial, asset and human resources management of a respiratory service
• Experience in conducting and facilitating research activities
• Experience in organisational strategic planning.
• Demonstrated competence in management of patients with Cystic Fibrosis in accordance with the appropriate standards of practice.

Knowledge

• Knowledge of the South Australian Public Health System.

Other Details:
COMMITMENT TO WORKPLACE VALUES

The Department of Health and Ageing 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 and Ageing Employment Conditions.

Department of Health and Ageing 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 and Ageing.

_________________________ / /
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”