





SA Health Job Pack

Job Title	Director, Infection Control Service
Eligibility	Open to Everyone
Job Number	748161
Applications Closing Date	Wednesday, 3 March 2021
Region / Division	Department for Health and Wellbeing
Health Service	Communicable Disease Control Branch, Infection Control
Location	Adelaide
Classification	PO5 / RN/M5.2
Job Status	Full Time / Term Contract (up to 2 July 2021)
Salary	PO5: \$117,254-\$122,722 RN/M5.2: \$144,313

Contact Details

Full name	Alasdair McGregor
Position Title	Finance / Project Officer
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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:

Working With Children's Check (WWCC) - DHS	Yes
Vulnerable Person-Related Employment Screening - NPC	Yes
Aged Care Sector Employment Screening - NPC	No
General Employment Probity Check - NPC	No

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

Immunisation Risk Category

Category C (minimal patient contact)

Salary

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact).

[Please click here for further information on these requirements.](#)

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.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

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



ROLE DESCRIPTION

Role Title:	Nursing Director, Infection Control
Classification Code:	RN/M5.2
LHN/ HN/ SAAS/ DHW:	DHW
Hospital/ Service/ Cluster	
Division:	Health Regulation & Protection
Department/Section / Unit/ Ward:	Communicable Disease Control Branch, Infection Control Service
Role reports to:	Operational - Director, Communicable Disease Control Professional – Nursing and Midwifery Office
Role Created/ Reviewed Date:	March 2019
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

Responsible for the overall management, co-ordination and oversight of the team that provides leadership, guidance and specialist clinical advice in infection prevention, monitoring and control to healthcare establishments state-wide (including public/private hospitals, aged care and other healthcare facilities).
 Uses expert knowledge in the field of infection prevention and control to oversee the implementation of best-practice programs, policies and procedures that ensures the reduction of healthcare-associated infection state-wide. This is achieved through infection surveillance, analysis and reporting, and provision of relevant education to clinical staff responsible for infection prevention and control statewide.
 Acts as the State's representative on national committees related to the field of infection prevention and control, and provides high level advice to other government departments, and non-government agencies as required.

Direct Reports:

The staff of the Infection Control Section, CDCB reports to this position. The team consists of:

- > Infection Control Nurse Advisor RN4A
- > Surveillance Coordinator RN3A
- > Sterilising and Reusable Medical Device Reprocessing State Coordinator ASO6
- > Project Support Officer (Infection Control) ASO3

Key Relationships/ Interactions:

Internal

- > Reports to the Director Communicable Disease Control Branch (CDCB).
- > Supervises a multi-disciplinary team including level 3 and level 4 nursing positions.
- > Maintains close working relationships with other CDCB Unit staff
- > Maintains collaborative working relationships with other department level 5 Nursing and Midwifery Directors as required.

External

- > Maintains a close working relationship with infection control program leads and other key stakeholders within healthcare establishments (state-wide) and other Government agencies & National committees.
- > Chairs the key statewide Infection Prevention and Control governance committees and relevant practice guideline development working parties.
- > Liaises with the general public and tertiary institutions/students at times.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Ensuring positive engagement of Local Health Network infection prevention leads and infectious diseases physicians
- > Evaluation of new or emerging technologies and interventions that have shown potential benefit for reducing healthcare associated infection risk
- > Responding to the emergence of new infection threats and ensuring appropriate outbreak response
- > Prioritising work to operate effectively within current resource restraints.

Delegations:

- > HR delegations - level 4
- > Finance delegations – level 5

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 References 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
- > SA Health policies, procedures and standards.

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.

Special Conditions:

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

- > Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.
- > **Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.**
- > 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 the satisfactory Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCC must be renewed every 5 years from the date of issue; and for "Approved Aged Care Provider Positions" every 3 years from the date of issue as required by the *Accountability Principles 2014* issued pursuant to the Aged care Act 1997 (Cth).
- > 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. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Liaise between Clinical Networks and Health Units in regard to infection control practices that will achieve enhanced patient/client journeys and population health targets; > Provision of expert advice on the risk of transmission of infectious agents by monitoring the incidence and prevalence of healthcare-associated infection in contributing hospitals and other healthcare establishments; > Co-ordinate the participation of nurses/midwives in clinical guideline and protocol development between Health Units and Clinical Networks in the field of infection prevention and control; > Develop appropriate resources that assist health units to comply with National Safety & Quality Health Service Standards.
Support of health service systems	<ul style="list-style-type: none"> > Initiate systems and processes to ensure consistent clinical practice and procedures to ensure appropriate clinical outcomes, including leading and monitoring quality and service improvement activities; > Provide professional advice on the nature of infections currently arising within the community so that precautions to minimise the spread of disease outbreaks may be implemented by healthcare establishments; > Assess the relevance of routine infection control indicators and provide expert advice on appropriate infection rate targets to the Health Services Performance Unit; > Coordinate the response to a significant outbreak of cross-infection with potential public health implications (e.g. critical antibiotic resistance) and advises on specific interventions, including potential epidemiological investigations and ongoing screening requirements; > Draft ministerial briefings and respond to media enquiries on infection prevention and control issues as required; > Participate as part of CDCB's Management Team and in relevant activities, including strategic planning; > Design and develop operational/business plans which ensure the achievement of strategic objectives.
Education	<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; > Develop and oversee the provision of appropriate training and feedback to healthcare establishments and aged care facilities upon request and as areas of improvement are identified; > Identify statewide training and development requirements in the field of infection prevention and control to improve clinical practice and patient safety; > Provide advice to tertiary academic institutions in the design and provision of appropriate infection control training courses when required.

Research	<ul style="list-style-type: none"> > Collaboratively develop and monitor a strategic framework for infection prevention research and practice development in the South Australian public sector.
Professional leadership	<ul style="list-style-type: none"> > Provide high level advice to Health Units, Community Services and/or Clinical Networks on nursing/midwifery practice issues related to infection prevention and control; > Participate in clinical services planning and review in the area of infection prevention and control at State level as required; > Provide strategic leadership for innovation, change processes, and coordinated responses to emerging service and workforce needs within the field of infection prevention and control. > Contribute and provide state-wide leadership, advice and planning nationally and state-wide on nursing and midwifery professional issues by participating in relevant national committees and advisory groups; > Actively participate in internal and external advisory groups, expert panels, working groups and/or committees, including the SA Health Product Standardisation Sub-Committee and relevant tender evaluation panels.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registered or eligible for registration as a Nurse/Midwife 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.
- > Proven ability to perform effectively under pressure and prioritise workloads.
- > Ability to communicate effectively with a wide range of professional and non-professional people, both in verbal and written formats;

Experience

- > Registered Nurse/Midwife with at least 5 years post registration experience.
- > Experience in the development of infection prevention, monitoring and control programs to address current and future developments in healthcare associated infection.
- > Experience in leading quality improvement initiatives in health care settings
- > Experience in managing staff from various multidisciplinary backgrounds.

Knowledge

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Comprehensive knowledge of communicable disease control and the epidemiology of healthcare-associated infections and antibiotic resistance;
- > Knowledge of Quality Improvement Systems as applied to a hospital setting;
- > Broad knowledge of the principles of human resource management, equal employment opportunity and occupational health, safety and welfare.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post graduate studies in nursing, health services management, public health or epidemiology.

Personal Abilities/Aptitudes/Skills:

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

Experience

- > Experience in facilitating professional and public forums.
- > Experience in developing surveillance systems and outbreak management.

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 Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA 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.

Health Network/ Division/ Department:

The Health Regulation and Protection Division works with and for the South Australian community to improve public health and clinical care. This encompasses providing services, advice, education, support, policy, leadership and advocacy, administering legislation and partnering with service providers, government agencies and the non-government sector to identify and respond to current and emerging public health and clinical issues and opportunities. The Health Regulation and Protection Division comprises of the following Branches:

- Office of the Chief Public Health Officer
- Communicable Disease Control Branch
- Health Protection and Licencing Services
- Emergency Management
- Blood, Organ and Tissue Programs

The Communicable Disease Control Branch aims to reduce the incidences of communicable and infectious diseases in SA through the following service areas:

- Specialist Services Section
- STI & Blood Borne Virus Section
- Disease Surveillance and Investigation
- Immunisation Section
- Infection Control Service
- Data & Corporate Services

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.

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: