Government of South Australia
SA Health

# ROLE DESCRIPTION

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|---|---|
| **Role Title:** | Associate Nurse Unit Manager - Community |
| **Classification Code:** | Registered Nurse Level 2 |
| **LHN/ HN/ SAAS/ DHA:** | Northern Adelaide Local Health Network |
| **Hospital/ Service/ Cluster** | |
| **Division:** | Aged Care, Rehabilitation and Palliative Care |
| **Department/ Section / Unit/ Ward:** | |
| **Role reports to:** | Advanced / Nurse Unit Manager (ANUM/NUM), Clinical Manager (CM) |
| **Role Created/ Reviewed Date:** | May 2024 |
| **Criminal and Relevant History Screening:** | ☒ Aged (NPC)<br>☒ Working With Children Check (WWCC) (DHS)<br>☐ Vulnerable (NPC)<br>☐ General Probity (NPC) |
| **Immunisation Risk Category Requirements:** | ☒ Category A (direct contact with blood or body substances)<br>☐ Category B (indirect contact with blood or body substances)<br>☐ Category C (minimal patient contact) |

## ROLE CONTEXT

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

Provide nursing and/or midwifery services in a variety of health service settings which has been consolidated by experience and/or further study with staff at this level 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 Nursing/Midwifery 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.

**Direct Reports:**

- Nil



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| **Key Relationships/ Interactions:** |
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| Internal<br>> The Associate Nurse/Midwife Unit Manager maintains a close working relationship Clinical Nurse/Midwife (Level 2) and supports the role of thee Nursing/Midwifery Unit Manager.<br>> Maintains cooperative and productive working relationships within all members of the health care team.<br>> Supports and works collaboratively with less experienced members of the nursing team.<br><br>External<br>> Maintains relationships with non-government organisations or other government organisations. |

| **Challenges associated with Role:** |
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| Major challenges currently associated with the role include:<br>> Keeping up to date with, implementing and monitoring evidence based practice and quality management initiatives consistent with organisational policies.<br>> Dealing appropriately and relevantly with patients and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients.<br>> Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices. |

| **Delegations:** |
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| > Nil |

| **Resilience:** |
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| SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback. |

| **Performance Development:** |
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| 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)* 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.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- Children and Young People (Safety) Act 2017 (SA) '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* (SA) 2008, 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.
- Relevant policies, procedures and standards of SA Health and the Northern Adelaide Local Health Network.

**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.

**Cultural Commitment:**

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**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.
- A valid unrestricted South Australian driver's licence.

## Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|---|---|
| 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 evaluative 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 monitoring and evaluative 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 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 communication, problem solving, conflict resolution and negotiation skills.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload and meet 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 post registration experience or currently classified as a Clinical Nurse/Midwife.
- Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.
- Experience in the supervision of student nurses, enrolled nurses and less experienced registered nurses.

### Knowledge:

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

### 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:** (related to the job description and expressed in a way which allows objective assessment):

- 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:

- Experience with quality improvement activities.
- Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.

### Knowledge:

- Knowledge of the South Australian Public Health System.

## Organisational Context

**SA Health**

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- 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
- Riverland Mallee Coorong Local Health Network
- Limestone Coast Local Health Network
- Yorke and Northern Local Health Network
- SA Ambulance Service

**Northern Adelaide Local Health Network**

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient–focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)
- Sub-acute Services

The total operating budget for 23/24 for NALHN is $1.02 bn with a workforce of 4,710 FTE / 6,325 head count.

### NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

## 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.

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 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:**