

ROLE DESCRIPTION

Role Title	Director of Nursing and Midwifery
Classification	Registered Nurse/Midwife Level 6.3 (RN/M6.3)
Position Number	P21730
Local Health Network	Barossa Hills Fleurieu Local Health Network Inc (BHFLHN)
Hospital/Service/Cluster/RSS	Kangaroo Island
Department/Section/Unit/Ward	Operations / Nursing / Midwifery
Role reports to	Executive Director Operations
Role Created/Reviewed Date	October 2024
Criminal History Clearance Requirements	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Screening 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:

Employees classified at this level provide strategic and operational leadership, governance, and direction for the nursing/midwifery services within a Health Unit or Community Service. The focus of the role is on development and implementation of frameworks and systems within which nursing/midwifery employees' practice, and on monitoring and evaluating clinical practice and service delivery standards. The role scope at this level may be required to extend across more services than nursing/midwifery. Staff working at this level are expert managers, practicing at an advanced level, have an extended scope of practice with a high degree of autonomous decision making.

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 control.

The specific scope of **Level 6.3** is outlined in the section: **Key Result Areas and Responsibilities**.

Direct Reports:

- > Nurse Unit Manager – Acute
- > Nurse Unit Manager – Aged Care

Key Relationships/ Interactions:

Internal

- > Works closely with executive and senior clinical and management personnel and disciplines including medical, allied health, scientific and technical services.
- > Responsible for the management of Nursing and Midwifery Directors Level 5.

External

- > Maintains relationships with non-government organisations/government organisations.
- > Liaises regularly with unions and staff bodies and with external agencies.

Challenges associated with Role:

- > Providing strategic and operational leadership for nursing/midwifery and other services within the scope of role.
- > 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 patient/client centred.
- > Leading innovation and change management to address emerging service and workforce needs within span of control.

Delegations:

- > Level 5 BHFLHN Human Resource Delegations and Authorisations

Resilience

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

Performance Development

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 Barossa Hills Fleurieu Local Health Network Inc. values and strategic directions. 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.

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:

- > SA Health Respectful Behaviour (including management of bullying and harassment) Policy.
- > As a WHS defined Officer for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012 (SA)*, and take reasonably practicable steps to support health and safety culture, accountability, the allocation of resources and ensure compliance with legislative 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 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/BHFLHN 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.

Cultural Statement:

Barossa Hills Fleurieu Local Health Network Inc. welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace Barossa Hills Fleurieu Local Health Network Inc. 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 Background Screening and National Criminal History Clearance.
- > 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 Worker 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.
- > NDIS Worker Screening Check must be renewed every 5 years thereafter from date of issue.
- > 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.
- > 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.**

Key Result Area and Responsibilities

LEVEL 6.3 has a substantial number of the following characteristics but is not limited to:

- > Inpatient, ambulatory and outpatient services covering secondary level medical treatments and surgical services and/or mental health
- > Primary health and GP support services
- > Support for diagnostic services and/or linked community health services
- > Hospital substitution services and/or chronic disease management services
- > Emergency services, for a specified area
- > May include Midwifery/paediatric services
- > Support for some local and a limited range of visiting specialist services
- > Role provides professional leadership to nursing/midwifery services
- > Role works with more than one funding source and/or jurisdiction and/or more than one co-located service and/or non-co-located Health Unit
- > Role may be required to manage additional clinical and/or support services
- > Role may be required to manage more than one organisation or service and/or
- > Role may be required to provide leadership to a Level 5.1/5.2 role within an amalgamation of organisations (i.e. on another site)
- > Role may be extended to include EO responsibilities.

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Use their clinical knowledge and experience to provide strategic and operational leadership, governance and direction for nursing/midwifery including models of care. > Build a culture which is patient/client centred and where patient/client engagement is encouraged. > Accountable for evaluating and consistently improving nursing/midwifery practice and healthy work environments.
Support of health service systems	<ul style="list-style-type: none"> > Develop and implement a nursing/midwifery contemporary professional practice framework. > Develop and/or implement corporate administrative and risk management frameworks. > Develop and implement service delivery policies, goals, benchmarking frameworks and nursing/midwifery clinical practice standards. > Develop and guide the use of information systems to inform decision making, manage practice, store corporate knowledge and convey information to staff. > Establish standards for human resource systems implementation including processes and standards of nursing/midwifery staff recruitment, performance, development and retention. > Contribute to and/or negotiate organisation budget and activity profiles. > Accountable for resource management with due diligence.
Education	<ul style="list-style-type: none"> > Lead the establishment of learning cultures across span of appointment. > Ensuring staff have the capacity to meet service delivery needs, priorities and work standards.
Research	<ul style="list-style-type: none"> > Lead the establishment of a culture of research enquiry. > Integrate contemporary information and research evidence with personal knowledge and experience to support high level decision making.
Professional Leadership	<ul style="list-style-type: none"> > Provide professional nursing/midwifery advice, direction, and governance for a specified Health Unit or Community Service. > Provide corporate management of nursing/midwifery services for a specified Health Unit or Community Service. > Lead, coach, coordinate and support direct reports and provide mentorship for less experienced nurses and midwives. > Lead innovation, change processes, and coordinated responses to emerging service and workforce needs. > Maybe recruited to manage or oversee an organisational/regional portfolio or long term and/or significant project. > May be required to provide executive level management of services other than nursing/midwifery for a specified Health Unit or Community Service.

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. **OR**
- > 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. **OR**
- > Registered or eligible for registration as a 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

- > Ability to engage appropriately with Aboriginal consumers and community members to improve health outcomes.
- > Ability to engage and influence others to improve Aboriginal Health services provided to the local community.
- > Must demonstrate effective written and verbal communication and interpersonal skills to enable effective communication with people from a variety of cultural and linguistic backgrounds and experiences.
- > Ability to work effectively and respectfully in a team environment and contribute to a cohesive, positive, and motivated organisational culture.
- > An ability to achieve outcomes through effective leadership and delegation and by working in a team.
- > Demonstrated ability to deal with a range of issues concurrently.
- > Ability to analyse options, make decisions and implement policies.
- > Proven ability to create and manage change and operate effectively in an environment of complexity, uncertainty and rapid change.
- > Highly developed problem solving, negotiation and conflict resolution skills.
- > Ability to engage with Aboriginal community/consumers in a culturally appropriate manner and a willingness to undertake further training in this matter.

Experience

- > Five years post registration experience as a Nurse/Midwife.
- > Experience working with Aboriginal consumers and communities to provide culturally appropriate health services.
- > Qualifications or extensive, recent, senior management experience in finance.
- > Experience in the implementation of new systems and introduction of significant change.
- > Substantial senior experience/responsibility in management including personnel, finance and strategic planning and leadership.
- > Demonstrated experience in innovative service delivery and in effecting change in the workplace to achieve agreed outcomes.
- > Experience in preparing for and participating in accreditation or certification processes.

Knowledge

- > Employees must understand their responsibility to maintain the integrity, confidentiality and security of official information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only access and/or release information in accordance with the requirements of their role, relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- > Can show evidence of a working knowledge of health issues and service barriers facing Aboriginal consumers.
- > Can show evidence of attending training in Aboriginal cultural issues and has the willingness and the ability to develop this knowledge within the team you manage and across the health service generally.
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Broad based knowledge of contemporary health care issues.
- > Broad knowledge of Quality Improvement Systems as applied to a hospital setting.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post graduate tertiary qualifications in health administration.

Personal Abilities/Aptitudes/Skills

- > Recent experience in application of information technology in the health care environment.

Experience

- > Demonstrated ability to achieve and maintain sound employee relations.
- > Experience in using nursing/midwifery and organisation management information systems e.g. Basware, Safety Learning Systems (SLS), Oracle, Electronic Medical Records (EMR).
- > Extensive executive management in the health care field.

Knowledge

- > Broad understanding of State and local political, legal and socio-economic environments and their impact upon the management of a hospital.
- > 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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, 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, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

Health Network/Division/Department:

Barossa Hills Fleurieu Local Health Network has an employed workforce of over 3000.

The LHN encompasses country hospitals and health services that provide support and services to approximately 12% of the South Australian population.

The region is an area of significant population growth for South Australia. Our sites and services are located at Mt Barker, Gawler, Victor Harbor (Southern Fleurieu), Strathalbyn, Kingscote, Mt Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda. The LHN has 11 public hospitals, 6 aged care facilities and an extensive range of community-based services.

A range of clinical services are delivered including Acute care, Medical, Accident and Emergency, Surgery, Birthing and Midwifery, Specialist Consultancy, Renal Dialysis, Chemotherapy, Transfusions, Rehabilitation, Residential Aged Care, Respite Care, Transitional Care Packages, Aboriginal Health, Mental Health, Allied Health, Community Health (Country Health Connect), Community Nursing, Palliative Care, Community Home Support Packages and Home Modifications.

The Rural and Remote Mental Health Service at Glenside, Adelaide, provides services to the region with a team including psychiatrists, psychologists, social workers, occupational therapists and mental health nurses. There are also specialist youth mental health clinicians and access to specialist older persons mental health services.

The Barossa Hills Fleurieu Local Health Network is the host LHN for the Rural Support Service. The RSS supports all six regions LHNs by bringing together a number of specialist clinical and corporate advisory functions focused on improving quality and safety.

The Director of Nursing Midwifery, Kangaroo Island is responsible for operational oversight of all acute hospital services and residential aged care services at Kangaroo Island Health Service.

Values

BHFLHN Values

The values BHFLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our Local Health Network:

- > We are committed to the values of trust, respect, integrity, collaboration, and kindness.
- > 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.

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.

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:

Date:

Signature:

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:

Date:

Signature: