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SA Health Job Pack

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| Job Title | CALHN Nursing Lead (Various) |
| Eligibility | Open to Everyone |
| Job Number | 698011 |
| Applications Closing Date | 25/08/2019 |
| Region / Division | Central Adelaide Local Health Network |
| Health Service | The Royal Adelaide Hospital |
| Location | Adelaide |
| Classification | RN5.3 |
| Job Status | More than one position. Permanent full-time |
| Total Indicative Remuneration | \$160,777 |

Contact Details

| | |
|---------------|-----------------------------|
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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 Screening - **DHS**
- 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 - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category B (indirect contact with blood or body substances)

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 B (indirect contact with blood or body substances). [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

NB: This is a generic role description applicable to Nursing Lead roles in all programs. Specific detail relating to the program will be inserted upon appointment. An overview of each program is available separately.



ROLE DESCRIPTION

| | |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Role Title: | Nursing Lead – [insert name of program] |
| Classification Code: | Registered Nurse Level 5 – RN5.3 |
| LHN/ HN/ SAAS/ DHA: | Central Adelaide Local Health Network (CALHN) |
| Hospital/ Service/ Cluster | RAH/TQEH & HRC |
| Program: | |
| Role reports to: | Executive Director of Nursing and Patient Experience |
| Role Created/ Reviewed Date: | May 2019 |
| Criminal History Clearance Requirements: | <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC) |
| Immunisation Risk Category: | <input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact) |

ROLE CONTEXT

Primary Objective(s) of role:

Overview of role

The Nursing Lead provides strategic and professional leadership, management, and direction to the [program] Nursing workforce. They coordinate the nursing services across the program and are accountable for the standards of patient care and the practice standards of nurses and multi-disciplinary team members.

As part of the [Program] leadership team, they will contribute to the achievement of key performance indicators, strategic, operational and financial deliverables for the program.

Overview of program and leadership structure

[insert description of program]

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| Direct Reports: |
| <ul style="list-style-type: none"> > The Nursing lead is responsible for the management of the Clinical Program Director (RN5.2) and level 3 and 4 Nurses within the span of the position. > Responsible for the professional management of clinical trials nurses in the program > Oversight of technical staff employed in the program through line managers |
| Key Relationships/ Interactions: |
| <p><u>Internal</u></p> <ul style="list-style-type: none"> > Maintains close collaborative working relationships with all Nursing Leads, Medical Leads, Allied Health Leads and Managers, Clinical Program Delivery. > Responsible for the management of the Clinical Program Director (RN5.2) and level 3 and 4 Nurses/Midwives with in the span of the position. > 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 professional leadership for nursing and other services within the scope of role. > Building a culture of quality and safety that is patient centred. > Leading innovation and change management to address emerging service and workforce needs within span of control. |
| Delegations: |
| <ul style="list-style-type: none"> > As per CALHN Delegations. |
| General Requirements: |
| <p>*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:</p> <ul style="list-style-type: none"> > <i>Work Health and Safety Act 2012 (SA)</i> and when relevant WHS Defined Officers must meet due diligence requirements. > <i>Return to Work Act 2014 (SA)</i>, 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). > <i>Children's Protection Act 1993 (Cth)</i> – 'Notification of Abuse or Neglect'. > Disability Discrimination. > <i>Independent Commissioner Against Corruption Act 2012 (SA)</i> > <i>SA Information Privacy Principles</i> > Relevant Awards, Enterprise Agreements, <i>Public Sector Act 2009 (SA)</i>, <i>Health Care Act 2008 (SA)</i>, 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. > <i>Health Practitioner Regulation National Law (South Australia) Act 2010</i> > <i>Mental Health Act 2009 (SA)</i> and Regulations > <i>Controlled Substances Act 1984 (SA)</i> 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/LHN/SAAS policies, procedures and standards. |

Special Conditions:

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

- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014 specific to the role.
- > 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 Criminal and Relevant History Screening Assessment clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening Assessment must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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.

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.

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:

CALHN 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, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Professional Leadership and Governance Nursing and</p> <p><i>(Enterprise Agreement descriptor: Direct/indirect Patient/Client Care, Professional Leadership, Education and Research)</i></p> | <ul style="list-style-type: none"> > Provide strategic nursing leadership and professional advice to [Program] as a part of the program's leadership team consistent with SA Health's strategic objectives and direction and CALHN's strategic plan. > Contribute to and implement the corporate nursing professional practice framework established by the Executive Director of Nursing. > Monitor, implement and maintain standards of practice and patient care through a range of quality improvement and measurement activities that include clinical practice benchmarking, clinical audit, patient satisfaction, performance review and professional accountability. > Provide leadership on professional issues within the programme and ensure that related issues from professional bodies are disseminated through to the program > Work with the patient, their relatives and clinical teams within and across other programmes to develop care pathways which support patient/client centred care and provide assessment, planning, delivery and evaluation of high quality seamless care. > Collaborate with health industry, community groups, professional bodies and private and public sector health providers at regional, state and national level. > Provide leadership for innovation and support an organisational culture of learning and readiness for change. |
| <p>Operational responsibilities</p> <p><i>(Enterprise Agreement descriptor: Support of Health Service Systems)</i></p> | <ul style="list-style-type: none"> > Ensure the provision of high quality, efficient and cost-effective nursing services for the program by: <ul style="list-style-type: none"> o Participating in the planning process to incorporate nursing needs and responsibilities to ensure resources are allocated to deliver outcomes. o Shaping and preparing the Nursing Workforce required to deliver the Clinical Program. o Undertaking the required reporting activity to reflect patient nursing care. > Collaborate with the Manager, Clinical Program Delivery with the formulation of service/business plans and development and implementation of workforce and succession planning. > Work with the Manager, Clinical Program Delivery to contribute to the development of budgets within the nursing stream and ensure these are managed. > Providing effective professional advice and leadership for nurses working within the span of control. > Provide line management for all nursing staff within the program and ensure: <ul style="list-style-type: none"> • responsibility for achievement of targets is understood, • robust systems for management and control are in place, • resources are effectively utilised, • relevant targets are achieved • sub-optimal performance is managed appropriately • appropriate management and delegation structures are in place. > Monitor the pathways for referral to support effective patient admission |

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| | <p>into the Program.</p> <ul style="list-style-type: none"> > Plan and manage an effective and efficient Patient Admission into the Program. > Support patient care and treatment through effective Nursing practices and workforce aligned to the model of care. > Within the span of control, plan and manage an effective Patient discharge and actively engage in the pathways for referral to support effective patient discharge out of the program. |
| <p>Safety, Quality and Risk Management</p> <p><i>(Enterprise Agreement descriptor: Support of Health Service Systems)</i></p> | <ul style="list-style-type: none"> > In conjunction with Manager Clinical Program Delivery, ensure systems that support continuous quality improvement are in place and clinical governance is embedded within the division. > Contribute to program risk management ensuring risks are assessed, mitigated, entered onto the appropriate risk register and monitored as appropriate and in relation to legislation, policies and procedures > Leads effective teamwork and communication focussed on safe and patient/client centred care and provides sponsorship to local improvement initiatives. > Builds organisational capacity for reliable, safe, high quality care inclusive of organisational factors to provide a supportive work environment, commitment to safety and quality, accountability systems and operational management systems that integrate and guide safety and quality efforts and structures for engaging staff, patients and families in safety and quality. |

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 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 to the hospital setting, particularly in regards to the provision of nursing services.

Experience

- > Registered Nurse/Midwife with at least 5 years post registration experience.
- > Experience as a leader or manager in the health care industry.
- > 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 health care setting
- > Experience in leading quality improvement initiatives in health care settings
- > Experience in managing large numbers of staff from various multidisciplinary backgrounds.

Knowledge

- > Knowledge and understanding of contemporary models of service improvement and clinical governance.
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of Quality Improvement Systems as applied to a hospital setting.
- > An understanding of working within a project management framework.

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.
- > Ability to contribute to the achievement of best practice by facilitating the development and application of relevant research findings.

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 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 Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

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.

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

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:

Central Adelaide Local Health Network

Clinical Programs

Surgery

Due to its size, the Surgery program consists of three sub-streams, including the following specialities: Oral Maxio Facial, Craniofacial, Plastic Surgery, ENT, Orthopaedics and Spinal, Dermatology (Surgery 1), Ophthalmology, Vascular Surgery, Urology, Gynaecology, Gynaecology Oncology and Breast Endocrine (Surgery 2), Upper GI, Colorectal, hepatobiliary, Surgical Trauma and Oncology, Gastroenterology and Endoscopy (Surgery 3).

Specialty Medicine

The Specialty Medicine program consists of the Central and Northern Adelaide Renal Transplant service (including Satellite dialysis units), Clinical Immunology and Allergy, Rheumatology and Perioperative Medicine.

Acute and Urgent Care

The Acute and Urgent Care program supports a cohort of patients through their hospital journey at each site. This program includes the Emergency Department, Acute Assessment Units, General Medicine, Geriatrics and provides specialist care through the RAH Trauma Services and RAH Burns service. To provide site based leadership for the patient journey, the Acute and Urgent Care has a Nursing Lead and Medical Lead based at the RAH and TQEH and an overarching Manager, Clinical Program Delivery.

Critical Care and Perioperative Services

The Critical Care and Perioperative Services program consists of the Intensive Care Unit, Medial Emergency Response, Theatres and Technical Suites, Anaesthetics, Acute Pain service and the Hyperbaric service located at the RAH. The program provides services across CALHN and consists of a Nursing Lead and Medical Lead at the RAH and TQEH and an overarching Manager, Clinical Program Delivery.

Cancer

The Cancer program provides a service in Haematology and Medical Oncology across the network as well as Radiation Oncology and a cancer service for adolescents and young adults.

Neuroscience and Rehabilitation and Consult services

The Neuroscience and Rehabilitation service consists of Neurosurgery, Neurology and Stroke, General Rehabilitation, the SA Spinal Cord Injury Service, SA Brain Injury Rehabilitation Service and Care awaiting placement. Consult Services includes Palliative Care, Diabetes and Endocrine, the Pregnancy Advisory Centre, Infectious Diseases and Adelaide Sexual Health, Genetics, Chronic Pain and Outpatients. The Neuroscience and Rehabilitation and Consult Services program is led by an overarching Manager, Clinical Program Delivery has a Nursing Lead and Medical Lead for Neuroscience and Rehabilitation and a Nursing Lead and Medical Lead for consult services.

Heart and Lung

The Heart and Lung program operates across CALHN and includes Cardiology, Cardio-thoracic Surgery and the Respiratory and Sleep services.