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SA Health Job Pack

Job Title	Clinical Services Coordinator
Job Number	604575
Applications Closing Date	3 February 2017
Region / Division	Country Health SA Local Health Network
Health Service	Meningie MPS
Location	Meningie
Classification	RN/M3
Job Status	Ongoing full time
Indicative Total Remuneration*	\$116,096 / \$124,020 pa

Criminal History Assessment

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

- ☒ Child Related Employment Screening - **DCSI**
- ☐ 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.

Contact Details

Full name	Suzanne Nagel, Executive Officer/ Director of Nursing & Midwife, CHSALHN
Phone number	85752777 / 85725800
Email address	suzanne.nagel@sa.gov.au

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



Government of South Australia
SA Health

JOB AND PERSON SPECIFICATION

Position Title: **Nurse/Midwife Clinical Services Coordinator**

Classification Code: **Registered Nurse and or Midwife Level 3** Division: CHSA LHN

Type of Appointment:

- ☒ Ongoing
☐ Temporary
☐ Other Term

Branch: Meningie MPS
Section: Acute Health Services
Position Number: P01182
Position Created:

Criminal History Clearance Requirements:

- ✓ Aged (NPC)
✓ Child- Prescribed (DCSI)
☐ Vulnerable (NPC)
☐ General Probity (NPC)

Job & Person Specification Approval

CE or delegate

____/____/____

PREAMBLE:

Underpinning the Department of Health Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. *(Please refer to the back of this document).*

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and employees who have a disability) can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its patients/clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

Employees classified at this level use their clinical knowledge and experience to provide the pivotal co-ordination of patient/ client care delivery in a defined ward/unit/service/program within a Health Unit/Community Service. The main focus of this role is the line management, coordination and leadership of nursing/midwifery and/or multidisciplinary team activities to achieve continuity and quality of patient/ client care. Work at this level is undertaken by employees with at least 3 years post registration experience.

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

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

Various practice models may be adopted by health services to enact this role, including but not limited to:

- Primarily leading a patient/ client care area, nursing/midwifery and/or multidisciplinary clinical practice/service team;
- Undertaking a combination of patient/ client care area/team leadership and resource management;

[NB In applying this generic statement, health services should make clear which of these models is adopted for the specific role affected]

2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

The Nurse/Midwife Clinical Service Coordinator:

- Reports to Nursing/Midwifery Director (Level 5) (or to the relevant position in your local health unit/service)
- Maintains close collaborative working relationships with all level 3 and level 4 Nurses/ Midwives.

- Provides direct line report and maintains a close working relationship with the Associate Clinical Services coordinator and the Clinical Nurse/Midwife (Level 2).
- Provides direct line report and maintains cooperative and productive working relationships within all members of the health care team
- Provides direct line report and maintains develops, supports and works collaboratively with less experienced members of the nursing/midwifery team

3. **Special Conditions.** (such as non-metropolitan location, travel requirements, etc)

- 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 Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI)
- 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 working in Aged Care
- Prescribed Positions will also require a NPC general probity clearance
- Background Screening and National Criminal History Clearances must be renewed every 3 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
- 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.

4. **Statement of Key Outcomes and Activities** (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

4.1 Ensures the provision of professional high quality patient/ client care within the ward/unit/service aimed at improving patient/ client health outcomes through:

Statement of Key outcomes and Activities (Continued)

4.1.1 Improving nursing/midwifery and patient/ client care procedures and practices;

- Coordinate and oversee nursing/midwifery care and health service delivery for a specified ward/unit/service/program;
- Implement and co-ordinate within span of control, processes for quality improvement and continuity within corporate risk management and nursing/midwifery professional practice frameworks;
- Utilise available information systems to inform decision making, evaluate outcomes and convey information to staff;

- Implement local processes to operationalise the corporate risk management framework including investigating complaints, incidents and accidents;
- Change local processes and practices in accordance with emerging service needs, care evaluation results, identified imminent systems problems, and coordination of local activities with corporate systems;
-

Statement of Key outcomes and Activities (Continued)

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

- Undertake and/or overseeing local resource management within a corporate administrative framework including some or all of the following within their defined ward/unit/value stream or program:
- Recruitment, staffing, leave management; rostering, work allocation and attendance management;
- Financial and supplies planning and monitoring.

4.2 Provides leadership to and facilitates professional development of Nurses/Midwives within a designated unit/service;

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

4.3 Contributes to the achievement of nursing/midwifery best practice and where relevant facilitates the development and application of relevant nursing/midwifery research;

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

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

- Hold a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role.

4.4 General Requirements:

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 (WHS)
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Keeping Them Safe Legislation (inclusive of Mandatory Notifier)
- Disability Discrimination
- Code of Fair Information Practice
- Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual
- Relevant Australian Standards

- Duty to maintain confidentiality
- Smoke Free Workplace

Statement of Key outcomes and Activities (Continued)

- 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.

Approved by Line Manager: _____ __/__/__

Acknowledged by Occupant: _____ __/__/__

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

PLEASE NOTE:

It is recommended that a **Maximum of 15 criteria only** (in total) be included in this section **(ie the number of Essential and Desirable criteria combined should not exceed 15).**

Educational/Vocational Qualifications (include only those listed in ***Commissioner's Standard 2, Attachment C*** as an essential qualification for the specified classification group)
(Choose applicable statement as outlined below)

- 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.
- Registered or eligible for registration as a Nurse and/or Midwife with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.
- 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: (related to the job description and expressed in a way which allows objective assessment):

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

Experience

- Registered Nurse and or Midwife with at least 3 years post registration experience
- Demonstrated competence in the relevant area of nursing and or midwifery practice in accordance with the appropriate standards of practice
- Experience in the supervision of student nurses, enrolled nurses and less experienced registered nurses and or midwives

Knowledge

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

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications ((include only those listed in **Commissioner's Standard 2, Attachment C**, as an essential qualification for the specified classification group)

- Where applicable, qualifications relevant to practice setting
 - Tertiary qualifications in nursing and or midwifery or human services related discipline
 - Qualifications in and/or experience in a Mental Health practice
-

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

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

Experience

- Experience in management and leadership roles
 - Experience in the financial, asset and human resources management of a ward/unit/service
 - Experience in facilitating nursing or midwifery related research and applying findings to the area of practice
 - Experience in organisational strategic planning
-

Knowledge

- Knowledge of the South Australian Public Health System
-

Other Details:

COMMITMENT TO WORKPLACE VALUES

The Department of Health values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department's Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

Honesty

We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

Respect

We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

Integrity

We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

I _____ have the ability and commitment to
behave consistently with the stated values of the Department of Health.

Signature

Please complete and return attached to your application to the nominated person

"The right people with the right skills in the right place at the right time"