



ROLE DESCRIPTION

Role Title:	Nurse Lead, Acute & Urgent Care, RAH Inpatient Services		
Classification Code:	Registered Nurse Level 5- RN5.3	Position Number	P28856
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network (LHN)		
Hospital/ Service/ Cluster:	Royal Adelaide Hospital		
Division:	Acute and Urgent Care		
Department/Section / Unit/ Ward:	Acute and Urgent Care		
Role reports to:	Executive Director of Nursing		
Role Reviewed Date:	August 2024		
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC or DHS) <input type="checkbox"/> Working With Children's Check (DHS) <input checked="" type="checkbox"/> National Police Check (NPC)		
Immunisation Risk Category Requirements:	<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:

Provide expert level strategic and operational leadership, management, governance, and direction for a specified division in a hospital or clinical stream, community service or state-wide service.

Employees at this level are accountable for standards of patient/client care, and the practice standards of nurses/midwives and/or multi-disciplinary team members. They are responsible for leading the development and ensuring the effectiveness of systems to support, evaluate and consistently improve nursing/midwifery and/or multidisciplinary team practice and healthy work environments. They are accountable for the cost-effective provision of health services within their span of employment. Employees at this level have a high degree of autonomy, independent judgement and decision making.

Direct Reports:

- > Responsible for the management of all level 3 and 4 Nurses within the span of the position.

Key Relationships/ Interactions:

Internal

- > Maintains close collaborative working relationships with all level 5 Nursing and Midwifery leads.
- > Responsible for the management of all 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
- > Close working relationships with Medical Officers, Allied Health, Contract Managers, Business Managers and others within the stream.

External

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the client group.
- > Sound working relationships with Department of Health and Wellbeing.
- > Maintain and foster relationships with universities and RTO's

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.
- > Being responsive to changing needs of organisation.
- > Ensuring areas within their span of control maintain 100% achievements in all nursing indicators (mandatory training rates, PR&D rates etc).

Delegations:

- > As per CALHN Delegations.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Using clinical knowledge and experience to provide direction for nursing/midwifery - including models of care. > Build a culture which is patient/client centered and where patient/client engagement is encouraged. > Develop and evaluate strategies for effective patient flow.
Support of health service systems	<ul style="list-style-type: none"> > Provide corporate management of nursing/midwifery services for a specified nursing/midwifery division/stream which may also operate within a clinical stream and/or with oversight of multiple services. > Provide professional nursing/midwifery advice and leadership to: Level 3 and 4 nurses/midwives, Nursing/Midwifery Service Directors - 5.1 and 5.2 (unless otherwise agreed by the parties) working within the nursing/midwifery division/stream. > Lead, develop and guide the use of information systems to: inform decision making, manage practice and evaluate strategic policies. > Establishment, coordination and monitoring of effective financial management within a culture of due diligence. > Establishing quality systems which ensure that there is a focus on improvement, innovation and clinical outcomes. > Implement the corporate administrative and risk management frameworks within frame of responsibility. > Ensuring the existence of risk management strategies by encouraging systematic identification, assessment and management of risks which impact clinical care. > Establishment, monitoring and review of divisional KPI's. > Contribute to and implement the corporate nursing/midwifery professional practice framework established by the Director of Nursing/Midwifery. > Oversee human resource systems implementation including processes and standards of nursing/midwifery staff recruitment, performance, development and retention. > Lead the establishment of health work environments. > May be required to manage or oversee an organisational portfolio or long term and/or significant project.
Education	<ul style="list-style-type: none"> > Hold a contemporary professional practice portfolio containing professional development evidence commensurate with the level of autonomy, authority and influence expected of the role. > Lead the establishment of learning cultures across span of appointment.
Research	<ul style="list-style-type: none"> > Integrate contemporary information and research evidence with personal knowledge and experience to support executive level decision making. > Provide high level advice to stakeholders and health services on the management of contemporary nursing and/or midwifery issues relating to research. > Critically appraise and synthesise the outcomes of relevant research.
Professional Leadership	<ul style="list-style-type: none"> > Lead a nursing/midwifery and/or multi-disciplinary division or stream. > Acts as a consultant to state/national programs.

	<ul style="list-style-type: none">> Collaborate with health industry, community groups, professional bodies and private and public sector health providers at regional, state and national level.> Participating in the development of strategic directions and implementation of network wide strategies.> Provide strategic leadership for innovation, change process and coordinated responses to emerging service and workforce needs within span of control.
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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. **OR**
- > 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, and enrolled in an approved Mental Health course or holds a qualification in mental health practice.

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 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

- > Qualifications in and/or experience in a Mental Health practice.
- > 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.

Special Conditions:

- > 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 provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > 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.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > 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.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > 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)*.
- > *Information Privacy Principles Instruction*.
- > 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.
- > 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and 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.

The incumbent will also ensure that those within their span of control will participate in organisation's PR&D programme.

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.

Resilience:

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

Organisational Context

Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission 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 the 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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

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 SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, 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, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN, visit centraladelaide.health.sa.gov.au

Values

Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

Values	Behaviours
<i>People first</i>	<ul style="list-style-type: none">- I am there for my patients and colleagues when they need me most.- I put myself in my patients and colleagues shoes to understand their needs.- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.- I respect uniqueness in my colleagues, our patients and their families.
<i>Ideas driven</i>	<ul style="list-style-type: none">- I look and listen to ensure I fully understand the problem and find a solution.- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.- I invest in my own learning and look for opportunities to explore and introduce new ideas.- I am interested in critical research and how it informs creative thinking.
<i>Future focussed</i>	<ul style="list-style-type: none">- I embrace leading practices and use them to evolve our ways of working.- I lead and support change to improve patient and organisational outcomes.- I am constantly on the look-out for opportunities to improve.
<i>Community minded</i>	<ul style="list-style-type: none">- I put my hand up to lead work that matters.- I am accountable and focused on value.- I value and champion diversity.- I embrace collaboration and constructive partnerships.

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date: