

Position	Nurse Manager Digital Optimisation
Classification	RN3
Division	SALHN Finance and Corporate Division
Department / Section / Unit / Ward	SALHN Finance and Corporate Division
Role reports to	Operationally: > Digital Operations Manager, SALHN Professionally: > Deputy Director Nursing Midwifery and Patient Services, SALHN
CHRIS 21 Position Number P35041, P34504, P45063 and M54578	Role Created / SALHN 2022-23-0177 25/01/2023
Criminal History Clearance Requirements <input type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category C (minimal patient contact)

JOB SPECIFICATION

Primary Objective(s) of role:

The primary role of the Nurse /Midwife Manager - Digital Optimisation is to lead and coordinate the day-to-day activities necessary to Optimise benefits realisation of digital health related activities within the organisation.

The Nurse /Midwife Manager - Digital Optimisation must have highly developed communication skills with experience in leading and coordinating a project/program and the associated change management activities. They must also have a detailed operational knowledge of service delivery in the organisation.

The Nurse /Midwife Manager - Digital Optimisation must have established networks and contacts and be respected by their peers.

The Nurse /Midwife Manager - Digital Optimisation will be required to coordinate and support Sunrise EMR across all staff groups and be the point of contact for the EMR Project Team.

Employees classified at this level use their clinical knowledge and experience to provide support services to the organisation with an understanding of Clinical practice and services in areas including but not limited to staffing methodologies recruitment and selection, human resource management, financial administration, patient flow, bed and resource management, accreditation and risk management processes and information systems management.

Employees in this role accept accountability for the outcomes of management practices, for addressing inconsistencies between practice and policy; and for contributing to a safe and positive work culture in the interest of patient/client outcomes. Individual employees accept accountability for their specific span of control or allocated portfolio.

Various practice models may be used to enact this role, including but not limited to:

- > Providing expert advice with a digital emphasis to wards/units/programs/service.
- > Providing support in a specific work portfolio/s;
- > Coordinating and managing projects, programs and/or research to achieve improved patient/client outcomes and/or service delivery.

The Nurse /Midwife Manager - Digital Optimisation contributes to the planning, consultation, development, implementation, research and evaluation of clinical service plans, programs, and projects. The position will

contribute to SALHN integrated service planning through the development and continuous review of strategies to effect service change.

Direct Reports: (List positions reporting directly to this position)

> Nil

Key Relationships / Interactions:

Internal:

- > Maintains close collaborative working relationships with all clinicians.
- > Maintains cooperative and productive working relationships within all members of the Healthcare Team.
- > Supports and works collaboratively with less experienced members of the Healthcare Team.
- > Maintains effective relationships with Executive, Project Management Office, Administrative and Management personnel.

External:

- > Maintains relationships with non-government organisations or other government organisations.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Addressing inconsistencies in between practice and policies / procedures
- > Monitor and manage unit / divisional resources within scope of role and promote a culture of due diligence
- > Keeping up to date with professional standards of practice, relevant research, technological advances, and models of care within the Recovery framework, implementing and monitoring evidence-based practices, technologies, and quality safety initiatives.
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.
- > Working collaboratively within the multidisciplinary team and across organisational Divisions/sites, both community and inpatient and across disciplines, to promote communication processes to enable best patient/client outcomes.

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

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 SALHN values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012* (SA) 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 in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.
- > *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.
- > *Mental Health Act 2009* (SA) and Regulations.

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.

Special Conditions

- > 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* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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 May be required to assume responsibilities as delegated by the Digital Health Project Lead, SALHN for specific relevant functions.
- > Some intrastate travel and out of hours work may be required.
- > May be required to work outside of standard office hours.

Key Result Areas	Major Responsibilities
SALHN Digital Optimisation	<ul style="list-style-type: none"> > Be an initial point of contact for the EMR Project team and/or other external key stakeholders > Day-to-day planning, management, and coordination of digital optimisation activities to ensure the successful implementation of the solution with support and guidance from the Digital Health Project Lead and relevant Optimisation Project Leads. > Overseeing and coordinating change management activities including key workflow and work process change, ensuring consistency across areas where possible. > Working closely with and providing direction and support to Managers and Super Users on EMR related matters. > Leading and overseeing the implementation of key division-based decisions related to Optimisation. > Be an initial point of escalation for the Optimisation Team in relation to: <ul style="list-style-type: none"> – Staff engagement processes – Workflow impact decisions – Staff training > Work closely with internal / external stakeholders to ensure consistency of Digital Health usage across SALHN. > In partnership with the optimisation team, provide regular status updates to the Systems Implementation Committee (SIC), Digital Health Project Lead, and Divisional Executive. > Identifying risk and issues associated with digital optimisation projects and other digital health products to make recommendations on strategies. > Ensuring that staff are kept regularly informed about changes in the status of an Optimisation project and provide feedback. > Supporting a positive climate around Digital initiatives
Lead the team	<ul style="list-style-type: none"> > Support the delivery of high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. > Ensure that service provision and the activities of the Division / Unit / Ward/ Service are person and family centered and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Lead, develop and foster a positive work culture which is based on SA Public Sector and SALHN values and promotes patient / client focussed service, learning and development, safety, and welfare of employees acknowledges differences and encourages creativity and innovation. >
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Integrate contemporary information and evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level. E.g., Expert clinical knowledge to provide management activities that contribute to improve and optimise healthcare.

	<ul style="list-style-type: none"> > Ensure that service provision and the activities of the organisation are customer focused and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients. > Lead, develop and foster a positive work culture which is based on SA > Health's values and promotes customer service, learning and development, safety, and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Integrate contemporary information and evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level. > Integrate corporate management activities and local service coordination to achieve continuity of patient/client services to improve and optimise Healthcare, and outcomes within their specific setting.
Support of health setting services	<ul style="list-style-type: none"> > Use available information systems: to inform decision making, to monitor and analyse incidents and accidents, to ensure quality and safety is not compromised, > Contribute to the development of, implementation of, and monitoring of corporate policies and processes and lead in their area of expertise. > Management of resources with due diligence. > Implement and co-ordinate within span of control, processes for quality improvement and continuity within corporate risk management and professional practice frameworks. > Identifying hazards, assessing risks, and implementing, monitoring, and maintaining hazard control measures. > Maintain productive working relationships and manage conflict resolution. > Change local processes and practices in accordance with emerging management needs, evaluation results and imminent systems problems. > Support the development and analysis, measurement, and evaluation of management processes. > Maintain a safe work environment and provide Digital Support in line with the professional practice framework established by the Executive clinical Leads

Education	<ul style="list-style-type: none"> > 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. > Ensure mechanisms are in place to support ongoing education where work and learning are integrated. > Deliver and facilitate training / education to the organisation.
Research	<ul style="list-style-type: none"> > Contribute specific expertise to monitor and evaluate research activities to improve clinical practice and service delivery. > Establishing, implementing, and evaluating systems, which ensure best practice/evidence and patient/client outcomes. > Applies evidenced based recommendations to improve practice and service function. > Uses metrics and research outcomes to identify the need for future evaluation or research action to improve practice and service delivery. > Coordinating and managing projects, programs and/or research to achieve improved patient/client outcomes and/or service delivery
Professional leadership	<ul style="list-style-type: none"> > Provides leadership and direction, acts as a role model, mentor, consultant, and resource person. > Provides advice to key stakeholders on issues relating to professional practice, and workforce legislation.
Contribution to effective operation of unit	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registered or eligible for registration:
- > (RN3) Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold a current practicing certificate and/or
- > Project/Program management qualification or equivalent experience

Personal Abilities/Aptitudes/Skills

Experience

- > Minimum of three years post graduate (relevant to qualification) clinical experience
- > Demonstrated experience in management and leadership roles.
- > Demonstrated experience in leading projects.
- > Proven experience in basic computing skills, including email and word processing.
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards.

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centered care principles and consumer engagement principles and procedures.
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics, and competency standards
- > Knowledge of Australian National Safety and Quality and Safety Health Service Standards
- > Knowledge of contemporary professional Nursing and or Midwifery and health care issues.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Skills in using computers and software relevant to the area of practice.
- > Ability to analyse complex clinical data
- > Ability to undertake presentations to community and professional groups

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Experience in using Healthcare and organisation management information systems
- > Experience with quality improvement methodologies for clinical activities.
- > Experience in evaluating the results of healthcare research and integrating, where relevant, the results into Healthcare practice.
- > Experience in clinical management and leadership roles.

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of the South Australian Public Health System.

Educational/Vocational Qualifications

- > Tertiary qualifications or human services related discipline (Master level)
- > Post-graduate qualifications in health or business management.

Other Details

Nil

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.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

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.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

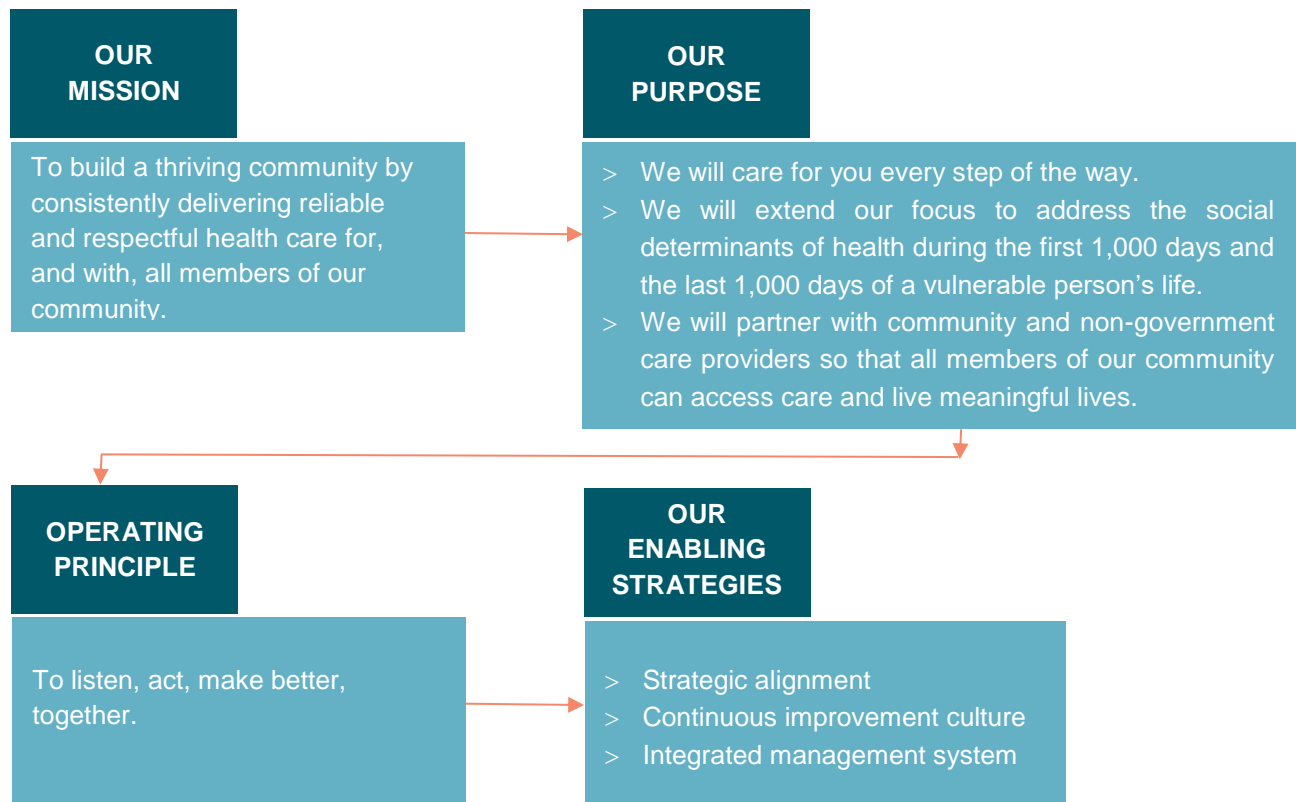
SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)

OFFICIAL

**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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Nurse /Midwife Manager – Digital Optimisation the Finance and Corporate Services and organisational context and the values of SA Health as described within this document.

Name

Signature

Date