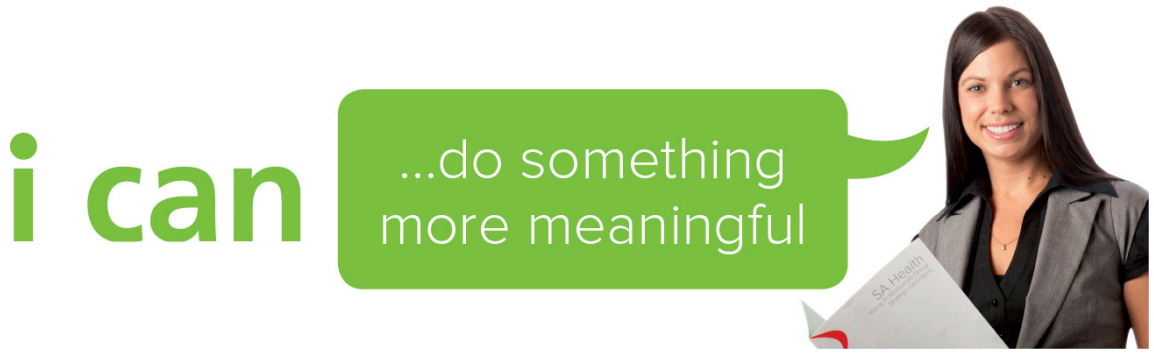



# SA Health Job Pack

| | |
|---|---|
| **Job Title** | Associate Nurse/Midwife Unit Manager - Clinical Coordinator |
| **Eligibility** | Open to Everyone |
| **Job Number** | 696728 |
| **Applications Closing Date** | 18/10/19 |
| **Region / Division** | Eyre and Far North Local Health Network |
| **Health Service** | Port Lincoln Hospital |
| **Location** | Port Lincoln |
| **Classification** | RN/M2 |
| **Job Status** | Permanent, Part-time (hours per week to be negotiated). Multiple positions available. |
| **Total Indicative Remuneration** | $104,027 - $114,112 (pro rata) |

## Contact Details

| | |
|---|---|
| **Full name** | Sandy Le Brun |
| **Phone number** | 8683 2007 |
| **Email address** | sandy.lebrun@sa.gov.au |

## 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 A (direct 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 A (direct 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

Government of South Australia
SA Health

# ROLE DESCRIPTION

| | |
|---|---|
| **Role Title:** | Associate Nurse/Midwife Unit Manager – Clinical Coordinator |
| **Classification Code:** | Registered Nurse/Midwife Level 2 |
| **LHN/ HN/ SAAS/ DHA:** | Eyre and Far North Local Health Network |
| **Hospital/ Service/ Cluster** | Port Lincoln Hospital |
| **Division:** | Nursing and Midwifery |
| **Department/Section / Unit/ Ward:** | |
| **Role reports to:** | Nurse/Midwife Manager |
| **Role Created/ Reviewed Date:** | September 2019 |
| **Criminal History Clearance Requirements:** | ☒ Aged (NPC)<br>☒ Child- Prescribed (WWCC)<br>☐ Vulnerable (NPC)<br>☐ General Probity (NPC) |
| **Immunisation Risk Category** | ☒ Category A (direct contact with blood or body substances)<br>☐ Category B (indirect contact with blood or body substances)<br>☐ Category C (minimal patient contact) |

## ROLE CONTEXT

**Primary Objective(s) of role:**

Provide nursing and/or midwifery services in a variety of health service settings which has been consolidated by experience and/or further study with staff at this level developing from competent to proficient practitioners.

Accepts accountability for their own practice standards, activities delegated to others and the guidance, mentoring and development of less experienced staff.

Provide support to the Nursing/Midwifery Nurse/Midwife Unit Manager or equivalent in the leadership of nurses/midwives in the ward/unit/service.

Employees in this role will undertake a portfolio within which they will:

> Promote continuity and consistency of care in collaboration with the Nurse/Midwife Manager or equivalent;
> Assist the Nurse/Midwife Manager or equivalent in the initiation / implementation of practice changes; and
> Assist the Nurse/Midwife Manager or equivalent in undertaking ward/unit/service management responsibilities, e.g. Performance management processes, recruitment, staffing, leave management, rostering, work allocation and attendance management; financial and supplies planning and monitoring.

**Direct Reports:**

> Nurse/Midwife Manager



For Official Use Only: I1-A1

**Key Relationships/ Interactions:**

Internal

- The Associate Nurse/Midwife Manager maintains a close and collaborative working relationship with Clinical Nurse/Midwife(s) (Level 2) and supports the role of the Nursing/Midwifery Manager(s).
- The Associate Nurse/Midwife Manager maintains a close and collaborative working relationship with the DON&M as required in the After Hours role and as required per responsibilities set down in the role.
- Maintains cooperative and productive working relationships with all members of the health care team.
- Supports mentors and works collaboratively with less experienced members of the nursing team.

External

- Maintains relationships with staff of non-government organisations or other government organisations.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Maintaining contemporary, implementation of / and monitoring evidence based practice and quality management initiatives consistent with organisational policies/goals and procedures
- Dealing appropriately and relevantly with patients and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients
- Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.
- Demonstrable of a global overview of resource management that is effective and equitable for the purpose of safe and effective patient care in the hospital setting.

**Delegations:**

- There are no financial or human resource delegations associated with this position

**Resilience:**

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

**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 and Wellbeing values and strategic directions.

**General Requirements:**

*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:

- *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 by the *Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012* (SA)
- *SA Information Privacy Principles*
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009* (SA), *Health Care Act 2008* (SA), and the SA Health and Wellbeing (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 and Wellbeing Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health and Wellbeing practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- *Health Practitioner Regulation National Law (South Australia) Act 2010*
- *Mental Health Act 2009* (SA) and Regulations
- *Controlled Substances Act 1984* (SA) and Regulations
- The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- SA Health and Wellbeing / CHSALHN policies, procedures and standards.

**Handling of Official Information:**

By virtue of their duties, SA Health and Wellbeing employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health and Wellbeing 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 and Wellbeing employees will not misuse information gained in their official capacity.

SA Health and Wellbeing 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 and Wellbeing 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 and Wellbeing regarding acceptable workplace behaviour.

**Cultural Statement:**

SA Health and Wellbeing welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. SA Health and Wellbeing is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**Special Conditions:**

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

- 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 and Wellbeing, will be eligible for appointment to a position in SA Health and Wellbeing 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 and Wellbeing 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 and Wellbeing (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 may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, EFNLHN will provide support and assistance in accordance with provisions of the SA Health and Wellbeing (Health Care Act) Human Resources Manual. Note, however, this Special Condition does *not* apply to existing EFNLHN employees with continuous employment with EFNLHN which commenced prior to 1 October 2016.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

## Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|---|---|
| Direct/indirect patient/client care | > Provide proficient, person centred, clinical nursing/midwifery care and/or individual case management to patients/clients in a defined clinical area;<br>> Monitoring patient/client care plans to ensure appropriate care outcomes are achieved on a daily basis;<br>> Oversee and facilitate the provision of nursing/midwifery care within a team/unit.<br>> Ensure oversight and appropriate Clinical Handover processes<br>> Ensure effective allocation of staff in line with clinical needs across the hospital<br>> Oversee the allocation of the Emergency Response Team<br>> Review of Operating Department lists and bed allocation for admissions<br>> Proficient in providing complex emergency care<br>> Model Best Practice |
| Support of health service systems | > Assists and supports the Nurse/Midwife Manager or equivalent in management, clinical, and education activities;<br>> Plan and coordinate services including those from other disciplines; including SAAS, Medstar and RFDS transfers<br>> Act to resolve local and/or immediate nursing/midwifery care or service delivery problems;<br>> Support change management processes.<br>> Engaged in effective multi team focus patient outputs<br>> Effective management of issues related to competing services or care demands<br>> Promotion of efficient and effective patient care co-ordination<br>> Actively participate in introducing new initiatives and supporting change management |
| Education | > Participate in clinical teaching, overseeing learning experience, and goal setting for students, new staff and staff with less experience;<br>> Assist the Nurse/Midwife Manager to maintain a learning culture by being a resource person, encouraging reflection and professional development, and assisting others to maintain portfolios/records of learning.<br>> Assist in the provision and oversight of daily education sessions |
| Research | > Participate in clinical auditing, clinical trials and/or evaluative research;<br>> Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes;<br>> Assist the Nurse/Midwife Manager or equivalent to maintain and record monitoring and evaluative research activities in the ward/unit.<br>> Demonstrate quality, risk and safety principles through workplace |
| Professional leadership | > Promote and support continuity and consistency of care in collaboration with the Nurse/Midwife Manager or equivalent of the ward/unit/service;<br>> Provide shift by shift professional leadership in the provision of nursing/midwifery care within a team or unit and facilitate patient flow; |

| | |
|---|---|
| | > Act as a resource person within an area based on knowledge, experience and skills.<br>> Consult with and advise all Nurse/Midwife Managers with regards significant changes that occur in the clinical setting.<br>> Implement and support change in consultation with Nurse/Midwife managers<br>> Promote and model respectful behaviours consistently<br>> Address poor behaviour immediately and respectfully<br>> Model a professional communication style with colleagues and other shareholders |

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- Registered or eligible for registration as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate OR.
- Registered or eligible for registration as a Nurse/Midwife with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate OR.
- Registered or eligible for registration as a Midwife with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.

### Personal Abilities/Aptitudes/Skills:

- Effective communication, problem solving, conflict resolution and negotiation skills.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.
- Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.

### Experience

- Registered Nurse/Midwife with at least 3 years post registration experience or currently classified as a Clinical Nurse/Midwife.
- Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.
- Experience in the supervision of student nurses, enrolled nurses and less experienced registered nurses.
- Experience in Management and Leadership roles

### Knowledge

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

### DESIRABLE CHARACTERISTICS

### Educational/Vocational Qualifications

- Where applicable, qualifications relevant to practice setting.
- Tertiary qualifications in nursing or human services related discipline.

### Personal Abilities/Aptitudes/Skills:

- Ability to work within a team framework that fosters an environment that develops staff potential.
- Skills in using computers and software relevant to the area of practice.

### Experience

- Experience with quality improvement activities.
- Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.
- Experience in management of clinical emergencies
- ALS facilitator

### Knowledge

- Knowledge of the South Australian Public Health System.
- Knowledge of Contemporary professional Nursing/Midwifery Issues
- Must be ALS accredited

## Organisational Context

**Organisational Overview:**

Our mission at SA Health and Wellbeing 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 and Wellbeing 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 and Wellbeing is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

**SA Health and Wellbeing 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 and Wellbeing 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.

**Health Network/ Division/ Department:**

Port Lincoln is a General Hospital in the Eyre and Far North LHN

## Values

**SA Health and Wellbeing Values**

The values of SA Health and Wellbeing 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 and Wellbeing, 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 and Wellbeing as described within this document.

**Name:** **Signature:**

**Date:**