

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Associate Nurse / Midwife Unit Manager
Job Number	682165
Applications Closing Date	25 January 2019
Region / Division	Department for Health and Wellbeing
Health Service	Communicable Disease Control Branch / Immunisation
Location	Adelaide CBD
Classification	RN/M2A
Job Status	Part Time / Term Contract 0.4FTE (up to 30 June 2020)
Salary	\$89,127-\$95,287 (pro rata)

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	Lauren Klose
Phone number	7425 7113
Email address	lauren.klose@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



ROLE DESCRIPTION

Role Title:	Associate Nurse / Midwife Unit Manager
Classification Code:	Registered Nurse/Midwife Level 2
LHN/ HN/ SAAS/ DHA:	Department for Health and Ageing
Hospital/ Service/ Cluster	
Division:	Public Health and Clinical Systems
Department/Section / Unit/ Ward:	Communicable Disease Control Branch Immunisation
Role reports to:	Manager Immunisation Section
Role Created/ Reviewed Date:	Updated 11 September 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

Responsible to the Manager, Immunisation Section for contributing to the achievement of organisational objectives and outcomes that will result in fostering the continuing control, elimination or eradication (as appropriate) of vaccine preventable diseases in South Australia.

Also required to contribute to the development, coordination and implementation of specific immunisation projects as required. Will also assist with routine clinical and program management activities within the Immunisation Section.

Key Relationships/ Interactions:

Internal

- > Reports directly to the Manager, Immunisation Section
- > Close working relationship with other staff members of CDCB

External

- > Close working relationship with statewide service providers of immunisation (public and private) and professional groups to assist in a coordinated approach to statewide service delivery in accordance with SA and National Immunisation Program priorities.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > The provision of accurate immunisation information to immunisation providers and consumers.
- > Deliver immunisation education to ensure the aims of immunisation programs are achieved.
- > Improve immunisation awareness within hard to reach groups to improve immunisation coverage rates and timeliness in South Australian children.

Delegations:

None

Resilience:

SA Health 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 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 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 (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

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.

Special Conditions:

- > Out of hours work may be required.
- > May be required to participate in an after-hours on call roster.
- > Intrastate and interstate travel and a requirement for overnight stays may be required
- > A current SA Driver's licence and a willingness to drive is essential.
- > The incumbent will participate in special projects as required.
- > The incumbent will uphold the values of the Department of Health as reflected in the Strategic Plan
- > The incumbent may be required to enter into an annual performance agreement for the achievement of Branch outcomes.
- > Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.
- > 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.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Implementation of the SA Immunisation Program	<p>Assist with implementation of the South Australian Immunisation Program by:</p> <ul style="list-style-type: none"> > collaborating with appropriate stake holders in the public and private sectors in relation to project implementation; > assisting with other projects as required by CDCB; > developing under supervision, education materials for professionals consistent with Department of Health and national immunisation guidelines, standards and policies; > assisting in the provision of education and training for stake holders in relation to specific projects; > writing the evaluation reports of specific programs when required; and > assisting with the compilation of Ministerial correspondence and report writing as required.
Control of Vaccine Preventable Diseases	<p>Assist with continuing control, elimination or eradication (as appropriate) of specific vaccine preventable diseases in South Australia by:</p> <ul style="list-style-type: none"> > consulting with the Paediatric Consultant and CDCB medical staff (when appropriate), and within the context of the Controlled Substances Act, answering inquiries from providers and parents about a wide range of clinical issues relating to immunisation; > ensuring vaccines are administered by properly trained individuals in South Australia per the Controlled Substances Act (and Regulations); > contribute to the implementation of the National Immunisation Program and the SA Immunisation Program; > monitor the delivery of immunisation services in SA against agreed NHMRC clinical guidelines (as per the current Australian Immunisation Handbook), NHMRC Australian Standard Vaccination Schedule (ASVS), National Cold Chain Standards; the National Immunisation Program (e.g. Immunise Australian Program) and model Standing Drug Orders [SDO]; > maintain clinical skills by keeping up to date with relevant literature, attendance at seminars or direct service supervision; > working closely with other Immunisation Section staff on other team projects; and > participating in peer review or other nominated quality system.
Workplace Relations	<p>Contribute to the effective maintenance of workplace relations within the Communicable Disease Control Branch by:</p> <ul style="list-style-type: none"> > participating in relevant training and development activities; > participating in relevant decision making processes, especially with regard to the administrative support services, policies and procedures; and > participating in the attainment and maintenance of a work ethos that focuses on the achievement of identified program/service outcomes.
Corporate Compliance	<ul style="list-style-type: none"> > Contribute to the well-being of people in South Australia through participation 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. > Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registered or eligible for registration as a General Nurse by the Nurses Board of South Australia and who holds, or who is eligible to hold, a current practising certificate.

Personal Abilities/Aptitudes/Skills:

- > Skills and abilities to communicate effectively using well developed interpersonal skills to; establish positive alliances with other health care provider (public and private) across SA; to communicate with the community, to work within a multidisciplinary team, to market the National and SA Immunisation Programs.
- > Demonstrated ability to work under minimal supervision and meet deadlines under pressure.

Experience

- > Recent experience in immunisation.
- > Experience in public speaking to a diverse range of audiences.
- > Demonstrated experience in report writing using a variety of software packages, including word processing and spread-sheets.

Knowledge

- > Knowledge of adult learning principles as related to health professionals and/or immunisation.
- > Knowledge and working understanding of the South Australian health system and the current South Australia and National Immunisation Program.
- > Knowledge of principles of project planning, implementation and evaluation.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Holds or is working towards, a certificate or equivalent in an accredited immunisation course for nurses that meets the National Immunisation Education Guidelines for nurses (for example the SA Accreditation Program for Providers of Immunisation course conducted by the School of Nursing, University of SA).

Personal Abilities/Aptitudes/Skills:

- > Ability to prepare reports, education materials, and training documents.

Experience

- > Demonstrated recent experience in managing a large data base.
- > Demonstrated experience in project management, including experience in health promotion, education/training and project evaluation.

Knowledge

- > Knowledge of principles of Occupational Health Safety and Welfare (OHS&W) with particular relevance to immunisation programs and Knowledge of the principles of Equal Opportunity and Social Justice.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network, 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 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.

Health Network/ Division/ Department:

The PH&CS Division works with and for the South Australian community to improve public health and clinical care. This encompasses providing services, advice, education, support, policy, leadership and advocacy, administering legislation and partnering with service providers, government agencies and the non-government sector to identify and respond to current and emerging public health and clinical issues and opportunities. The Public Health and Clinical Systems Division comprises of the following Branches:

- Office of the Chief Public Health Officer
- Communicable Disease Control Branch
- Emergency Management Unit
- Medicines & Technology Policy & Programs
- Public Health Services
- Safety and Quality Unit

The Communicable Disease Control Branch aims to reduce the incidences of communicable and infectious diseases in SA through the following service areas:

- Specialist Services Section
- STI & Blood Borne Virus Section
- Disease Surveillance and Investigation
- Immunisation Section
- Infection Control Service
- Data & Corporate Service

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

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

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: