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SA Health Job Pack

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| Job Title | Nursing Director RN5.2 Division of Surgical Specialities and Anaesthesia |
| Eligibility | Open to Everyone |
| Job Number | 770148 |
| Applications Closing Date | 24 September 2021 |
| Region / Division | Northern Adelaide Local Health Network |
| Health Service | Lyell McEwin Hospital |
| Location | Elizabeth Vale |
| Classification | RN/M5.2 |
| Job Status | Permanent Full-Time |
| Total Indicative Remuneration | \$159,749 p.a |

Contact Details

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| Full name | Heather Saunders |
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| Email address | Heather.Saunders@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 or DHS**
- ☐ 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 C (minimal patient contact)

- *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 C (minimal patient contact). [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



ROLE DESCRIPTION

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| Role Title: | Nursing Director – Division of Surgical Specialties & Anaesthetics |
| Classification Code: | RN/M5.2 |
| LHN/ HN/ SAAS/ DHA: | Northern Adelaide Local Health Network |
| Hospital/ Service/ Cluster | Modbury Hospital and Lyell McEwin Hospital |
| Division: | Division of Surgical Specialties & Anaesthetics (DSSA) |
| Department/Section / Unit/ Ward: | |
| Role reports to: | Divisional Director (Nursing) 5.3 |
| Role Created/ Reviewed Date: | April 2019 / August 2021 |
| Criminal History Clearance Requirements: | <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working with Children Check (WWCC) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC) |
| Immunisation Risk Category | <input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact) |

ROLE CONTEXT

Primary Objective(s) of role:

Provide strategic, operational and corporate management and leadership to nursing/midwifery staff.
Provide corporate management of nursing/midwifery services for Surgical Specialties & Anaesthetic nursing services across the Northern Adelaide Local Health Network ('NALHN').

Employees in this role accept accountability for the governance and practice standards of nurses/midwives; the development and effectiveness of systems to support, evaluate and consistently improve nursing/midwifery practice and healthy work environments, and the cost effective provision of health services within their span of appointment.

Direct Reports:

- > Nurse Unit Managers DSSA Lyell McEwin Hospital & Modbury Hospital
- > Nurse Consultants DSSA Lyell McEwin Hospital & Modbury Hospital
- > Nurse Practitioners DSSA Lyell McEwin Hospital & Modbury Hospital
- > Theatre Sterilizing Unit Manager Lyell McEwin Hospital

Key Relationships/ Interactions:

Internal

- > Maintains close collaborative working relationships with all level 5 Nursing and Midwifery Directors.
- > Responsible for the management of all level 3 and 4 Nurses/Midwives within the span of the position.
- > Maintains cooperative and productive working relationships within all members of the health care team.

External

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the client group.

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| Challenges associated with Role: |
| <ul style="list-style-type: none">> 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. |

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| Delegations: |
| <ul style="list-style-type: none">> Financial: Level 5 (refer to NALHN Instrument of Delegation & Authorisation)> Workforce: Group C (refer to NALHN Workforce Delegations) |

Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
|-------------------------------------|--|
| Direct/indirect patient/client care | <ul style="list-style-type: none"> > Professional, operational or corporate leadership of nursing/midwifery activities to achieve continuity and quality of service in the division; > Oversee the standards of nursing and midwifery clinical practice; > Integrate and evaluate models of care; > Build a culture which is patient/client centred and where patient/client engagement is encouraged; > Developing and implementing strategies for effective patient flow. |
| Support of health service systems | <ul style="list-style-type: none"> > Provide professional nursing/midwifery advice and leadership to Level 3 and/or 4s within a division/stream containing a maximum of 100 beds (or equivalent) without a Nursing and/or Midwifery Service Director RN/M 5.1 (unless otherwise agreed by the parties) working within the nursing/midwifery division; > May also provide leadership and management to ancillary and other staff located within the division/stream; > Provide corporate management of nursing/midwifery services for a specified nursing/midwifery division which may also operate within a clinical stream; > May be required to provide management of services other than nursing/midwifery; > Oversee human resource systems implementation including processes and standards of nursing/midwifery staff recruitment, performance, development and retention; > Implement the corporate administrative and risk management frameworks within frame of responsibility within span of appointment; > Contribute to and implement the corporate nursing and midwifery professional practice framework established by the DON/M; > Develop and guide the use of information systems to inform decision making, and manage practice; > Determine milestones and priorities; > Lead the establishment of healthy working environments, respectful relationships and learning cultures across span of appointment; > Within a culture of due diligence be responsible for financial budgeting and management within span of control, and contribute to financial budgeting and management for the organisation |
| 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. |

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| Professional leadership | <ul style="list-style-type: none"> > Work collaboratively with other professionals in the leadership of a division/stream; > Contribute and provide state-wide leadership, advice and planning nationally and state-wide on nursing and midwifery professional issues; > Actively participate in internal and external advisory groups, expert panels, working groups and/or committees; > Contribute to strategic leadership for innovation, change processes, and coordinated responses to emerging service and workforce needs within span of control; > Lead, coach, coordinate and support direct reports. |
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > 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

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.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Work Health and Safety Act 2012 (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards

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.
- > Knowledge of contemporary nursing/midwifery and health care issues.
- > Understanding of Work Health and Safety principles and procedures
- > Understanding of the Australian National Safety & Quality Health Service Standards.
- > Working knowledge of Microsoft Applications

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Qualifications in and/or experience in a Surgical or Anaesthetic setting.
- > 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.

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 currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Child Safety (Prohibited Person) Act (2016)* must obtain a satisfactory criminal and relevant history screening for child related work through the Screening Unit, Department of Human Services.
- > Criminal Screening and Relevant History screenings must be renewed every 5 years thereafter from date of issue for 'Prescribed Positions' under the *Child Safety (Prohibited Person) Act (2016)* or every 3 years thereafter from date of issue for '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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

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) 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).*
- > *Child Safety (Prohibited Person) Act (2016).*
- > *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 & 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.

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.

Cultural Commitment:

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Organisational Context

SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > South East Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 19/20 for NALHN is \$790M with a workforce of 3,857 FTE / 5,240 head count.

NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

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.

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.

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:

Version control and change history

| Version | Date from | Date to | Amendment |
|---------|------------|------------|---|
| V1 | 10/02/17 | 09/04/17 | Original version. |
| V2 | 10/04/17 | 04/07/17 | Safety & Quality statement in General Requirements. |
| V3 | 04/07/17 | 14/05/20 | Minor formatting with order of information amended. |
| V4 | 15/05/20 | 19/10/2020 | Organisation Context Updated |
| V5 | 20/10/2020 | 08/04/2021 | Organisation Context Updated |
| V6 | 09/04/2021 | | Financial Delegation Updated Management Position Clause Updated Code of Ethics Clause Updated |