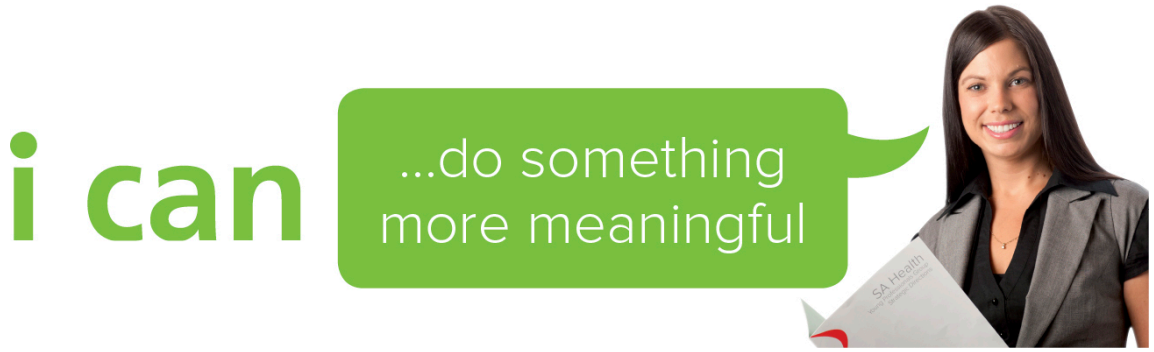


SA Health Job Pack

Job Title	Nurse Unit Manager - Medical Ward
Eligibility	Open to Everyone
Job Number	776832
Applications Closing Date	26 November 2021
Region / Division	Northern Adelaide Local Health Network
Health Service	Modbury Hospital
Location	Modbury
Classification	RN3A
Job Status	Permanent Full-Time
Total Indicative Remuneration	$129,914 - $137,580 p.a.

Contact Details

Full name	Rebekah Lamb
Phone number	8282 0248
Email address	Rebekah.Lamb@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 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:	Nurse Unit Manager
Classification Code:	Registered Nurse Level 3
LHN/ HN/ SAAS/ DHA:	Northern Adelaide Local Health Network
Hospital/ Service/ Cluster	Modbury Hospital
Division:	Medicine
Department/Section / Unit/ Ward:	Medical Ward
Role reports to:	Nursing Director – Level 5
Role Created/ Reviewed Date:	November 2018/Reviewed October 2020
Criminal History Clearance Requirements:	☐ Aged (NPC) ☒ Working With Children Check - WWCC (DHS) ☒ Vulnerable (NPC) ☐ General Probity (NPC)
Immunisation Risk Category	☒ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☐ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

Employees classified at this level use their clinical knowledge and experience to provide the pivotal co-ordination of patient/client care delivery in a patient/client care area within a Health Unit/Community Service. The main focus of this role is the line management, coordination and leadership of nursing/midwifery and/or multi-disciplinary team activities to achieve continuity and quality of patient/client care and outcomes.

Employees in this role accept accountability for the outcomes of nursing/midwifery practices and/or multidisciplinary outcomes in the specific practice setting; for addressing inconsistencies between practice and policy; and for developing team performance and a positive work culture in the interest of patient/client outcomes.

Direct Reports:

(List any roles directly reporting to this role including classification. Remove section if not relevant)

Direct reports to this position include

- Level 1 & 2 RN/Ms
- Enrolled Nurses
- Assistants in Nursing/Midwifery
- Ancillary staff

For Official Use Only: I1-A1

Key Relationships/ Interactions:

Internal

- Maintains close collaborative working relationships with all level 3 and level 4 Nurses/ Midwives.
- Provides direct line report and maintains a close working relationship with the Associate Nurse/Midwife Unit Manager (Level 2) and the Clinical Nurse/Midwife (Level 2).
- Provides direct line report and maintains cooperative and productive working relationships within all members of the health care team.
- Provides direct line report and maintains develops, supports and works collaboratively with less experienced members of the nursing/midwifery team.
- Collaborative working relationships with the multidisciplinary team and people and culture consultants.

External

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

Challenges associated with Role:

Major challenges currently associated with the role include:

- Managing a team and addressing inconsistencies in between practice and polices/procedures
- Monitor and manage unit resources and promote a culture of due diligence
- Keeping up-to-date with professional standards of practice, implementing and monitoring evidence based care and quality and safety initiatives
- Dealing appropriately with patients and their families where there can be multiple complexities, diverse cultural backgrounds and consumer expectations.

Delegations:

- Group D

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.
- 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)
- *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
- Relevant policies, procedures and standards of SA Health and the Northern Adelaide Local Health Network.

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

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.

Special Conditions:

- 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, 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 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.

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	> 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 underpins and informs their ability to support and lead clinical services and management activities that contribute to improve and optimise nursing/midwifery care. > Provide the pivotal leadership and co-ordination of patient/client care delivery in a defined ward/unit/service/program to achieve continuity and quality of patient/client care and outcomes and efficient patient/client flow.
Support of health service systems	> Use available information systems: to inform decision making, to implement and co-ordinate processes for quality improvement, to monitor and analyse incidents and accidents, to ensure quality and safety is not compromised, to evaluate outcomes and convey information to staff. > 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 nursing/midwifery professional practice frameworks. > Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures. > Maintain productive working relationships and manage conflict resolution. > Implement local processes to operationalise the corporate risk management framework including investigating complaints, incidents and accidents. > Change local processes and practices in accordance with emerging service needs, care evaluation results, identified imminent systems problems, and coordination of local activities with corporate systems. > Undertake and/or oversee, within their span of control, some or all local resource management within the corporate administrative framework. Including some or all of the following within their defined ward/unit/value stream or program: recruitment, staffing, leave management. rostering, work allocation and attendance management. financial and supplies planning and monitoring.
Education	> 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. > Develop and maintain a learning environment, taking a coaching approach to team development, individual capability development and performance development.
Research	> Contribute specific expertise to monitor and evaluate research activities in order to improve nursing or midwifery 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 in order to improve practice and service delivery.

Professional leadership	> Provides leadership and direction, acts as a role model, mentor, consultant and resource person. > Lead the Nursing/Midwifery team within the professional practice framework established by the Director of Nursing/Midwifery, and where appropriate, lead a multi-disciplinary team. > Leads changes to models of care. > Participate in workgroups/programs for patient/client outcomes that extend beyond the unit/service/workplace.

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,

Personal Abilities/Aptitudes/Skills:

- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation skills.
- Ability to work effectively within a multidisciplinary team.
- Ability to review and improve models of care to be person and family centred.
- Demonstrated ability to foster a workplace environment that develops staff potential.
- Proven ability for flexibility, innovation and creativity with in the whole of service setting.
- Demonstrated ability in leading and promoting consumer engagement initiatives
- Demonstrated ability in the leadership and facilitation of change management.

Experience

- Registered Nurse and or Midwife with at least 3 years post registration experience.
- Demonstrated competence in the relevant area of nursing and/or midwifery practice in accordance with the relevant standards
- Experience in management and leadership roles
- Experience in the supervision of students, enrolled nurses and less experienced registered nurses and or midwives.

Knowledge

- 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.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications (considered to be useful in carrying out the responsibilities of the role)

- Where applicable, qualifications relevant to practice setting.
- Tertiary qualifications in nursing and or midwifery or human services related discipline (Graduate Diploma or Master level)

Personal Abilities/Aptitudes/Skills:

- Skills in using computers and software relevant to the area of practice.

Experience

- Experience in the financial, asset and human resources management of a ward/unit/service.
- Experience in facilitating nursing or midwifery related research and applying findings to the area of practice.
- Experience in organisational strategic planning.

Knowledge

- Knowledge of the South Australian Public Health System.

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: