



ROLE DESCRIPTION

Role Title:	Nurse – Research Coordinator / Nurse Unit Manager – M41868		
Classification Code:	RNA03	Position Number	M41868
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	RAH		
Division:	Critical Care & Perioperative Services		
Department/Section / Unit/ Ward:	ICU Research		
Role reports to:	Nursing Lead - ICU and the ICU Medical Director of Research		
Role Created/ Reviewed Date:	16/11/2018		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children’s Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>In the course of fulfilling the role of Intensive Care Unit (ICU) Research Nurse Unit Manager, Level 3, use their clinical knowledge and experience to provide the pivotal co-ordination of the Intensive Care Research Unit. The main focus of this role is the line management, coordination and leadership of the Intensive Care Research team activities to achieve a high standard of research. Ensuring a productive research program including new protocol development, timely completion of projects, reporting of results, publications and presentations. The ICU Research Nurse Unit Manager is accountable for the delivery of high-quality nursing care and research which is consistent with the DoH quality Framework. The ICU Research Nurse Unit Manager accepts accountability for the outcomes of nursing/midwifery practices in the Intensive Care Research Unit setting, for addressing inconsistencies between practice and policy; and for developing team performance and a positive work culture in the interest of patient/client, ICU and hospital outcomes. The ICU Research Nurse Unit Manager leads the research team within the practice setting and undertakes a combination of patient care area/ team leadership and resource management.</p>
Direct Reports:
<p>RAPG – CT EGN (ENDP), ANUM ICU Research (RN2A), Level 2 Nurse ICU Research (RN2C), Research Scientist (GSC1 & 2), Technical Officer (TGO1), Admin Finance Officer (ASO3), Research Officer (ASO1&2)</p>
Key Relationships/ Interactions:
<p><u>Internal</u></p> <ul style="list-style-type: none"> • Works within a multidisciplinary team, including Medical, nursing, allied health staff, other clinical support specialities and administrative staff. • Works in cohesion with the ICU Research Team. <p><u>External</u></p>

- Liaison with the Department of Health and Wellbeing, Central Adelaide Local Health Network, Government Agencies, private sector organisations, and internal/external clients of the health service on behalf of ICU Research
-

Challenges associated with Role:

Major challenges currently associated with the role include:

- Monitor and manage unit resources within the scope of the role and promote a culture of due diligence.
- Role model behaviours consistent with status and responsibility of 1st line manager(s) specifically in terms of providing leadership, interacting respectfully with colleagues across disciplines and delivery of high-quality patient focused research.
- Keeping up to date with professional standards of practice, implementing and monitoring evidence-based practices and technologies, quality and safety initiatives and addressing inconsistencies.

Maintaining optimal communication with the team during complex and stressful situations

Delegations:

Delegated Level 6 in accordance with CALHN’s Delegation of Authority Document

Staff supervised:	Direct	Indirect
--------------------------	--------	----------

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 *Children’s Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History ‘child-related’ employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for ‘Prescribed Positions’ under the *Children’s Protection Act 1993* or ‘Approved Aged Care Provider Positions’ as defined under the *Accountability Principles 2014* 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.

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).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *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:

CALHN 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, CALHN 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.

Integrity Statement:

As a public sector employee, the incumbent will have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that the incumbent act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Managing and improving intensive care research procedures and practices .Coordinating and overseeing all research activities in the intensive care unit at the Royal Adelaide Hospital inclusive of.</p>	<ul style="list-style-type: none"> • Facilitating research projects throughout the hospital that impact on the Intensive Care Unit • Facilitate research practices in relevant areas outside the hospital associated with the Intensive Care Unit Royal Adelaide Hospital • Ensuring a productive research unit; facilitating all staff, in conjunction with the medical director of ICU research in all aspects of research to ensure new protocol development, timely completion of projects, reporting of results, publications and presentations. • Contributes to the research profile of the Royal Adelaide Hospital • Implementing, co-ordinating and evaluating, within span of control, processes for quality improvement • Contributes to the organisational quality framework and accreditation processes; • Utilising available information systems to inform decision making, evaluate outcomes and convey information to staff; • Preparation of protocols and applications to Research Ethics Committee(s), Research Governance, grant applications and submissions for publication • Coordinating and maintaining trial databases, documentation, results and publications in conjunction with the ICU Research Director and Principal Investigator(s) • Promoting the improvement of patient outcomes and recovery processes by assisting in the formulation of research projects and policy and practice guideline development • Assisting in the development and achievement of the ward/ unit's philosophy and objectives • Ensure as much as possible that all research carried out in the unit is to the highest ethical and clinical level possible • Keep records of all research done and its various stages, • Ensure all research activities associated with the ICU research unit are conducted in accordance with GCP/ICH guidelines • Oversee the organisation and minuting of ICU research committee meetings • Be aware of all patients involved in trials in the unit, • Developing Standard Operating Procedures for practice across varying research protocols
<p>Contributing to the human and material resource management of the unit/service by</p>	<ul style="list-style-type: none"> • Undertaking and/or overseeing local resource management within a corporate administrative framework including some or all of the following within ICU research unit. • Recruiting, staffing, leave management; rostering, work allocation and attendance management; • Financial and supplies planning and monitoring; • Participates in the setting of the ICU research nurse staffing plan and the ICU research unit budget
<p>Provides leadership to and facilitates professional development of staff within the intensive care unit and research unit by;</p>	<ul style="list-style-type: none"> • Leading the nursing/midwifery team within the professional practice framework established by the Director of Nursing • Leading the nursing, administrative and scientific staff in the ICU research team within the professional practice framework established by the Royal Adelaide Hospital

	<ul style="list-style-type: none"> • Developing and maintaining a learning environment, taking a coaching approach to team development, individual capability development and performance management. • Ensure education of all levels of staff regarding the nature of current trials in the unit • Fostering and maintaining productive working relationships and managing conflict resolution; • Ensuring succession planning through mentorship of emerging leaders. • Supervise and train research staff in the following: (i) coordinating pharmaceutical company trials including correspondence, REC submissions, patients screening and recruitment, data entry and trial activities, liaise with pharmaceutical company representatives. (ii) identifying and recruiting patients who meet criteria for approved clinical trials (iii) monitoring patients and performing investigations including clinical measurements and specific testing on trial participants, in accordance with approved trial protocols (iv) collecting and entering trial data using computer software packages (v) collection by other attending staff in accordance with approved study protocols (vi) maintaining timely, accurate and appropriate verbal, electronic and written communication processes (vii) ensuring patients/volunteers (research participants) retain their dignity through being clean, comfortable and safe (viii) handling correspondence (rec, pharmaceutical companies, research centre etc) on any trials (with the medical research coordinator) (ix) icu research investigational drug storage and preparation (x) laboratory equipment (including centrifuge and -80°C freezer)
<p>Contributes to the achievement of research best practice and where relevant facilitates the development and application of relevant research by;</p>	<ul style="list-style-type: none"> • Integrating contemporary information and research evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level; • Contributing clinical expertise to learning environments, which may include individual/team capability development, mentorship and/or post registration clinical teaching.
<p>Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education:</p>	<ul style="list-style-type: none"> • Holding 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
<p>Promotes and implements the development and maintenance of a safe environment by coordinating activities relating to:</p>	<ul style="list-style-type: none"> • Accident prevention. • Occupational health and safety. • Infection control. • Prevention of sexual harassment. • Prevention of negatively discriminating behaviour. • Cultural awareness. • Supporting a pro-active approach to risk management
<p>Ensures that staff and other persons in their work areas are safe from risks to health and safety by:</p>	<ul style="list-style-type: none"> • Carrying out responsibilities as detailed in organisational occupational health, safety and injury management (OHSM&IM) policies and procedures; • Implementing and monitoring relevant OHS&IM policies and procedures within their work area;

	<ul style="list-style-type: none"> • Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees; • Participating in OHS&IM planning; • Providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out their work; • Maintaining relevant OHS&IM documentation; and • Consulting with health and safety representative, committees and staff on changes to the workplace with have the potential to impact on health and safety.
<p>Contributes toward the provision of a healthy, safe and equitable working environment by adhering to the principles and standards of Equal Employment Opportunity Legislation, which:</p>	<ul style="list-style-type: none"> • Ensures employees are recruited, selected, trained, transferred and promoted solely on the basis of merit without regard to age, marital status, physical disability, intellectual impairment, pregnancy, race, sex or sexuality; • Ensures all employees in the workplace are treated in a fair and equitable manner; and • Identifies and eliminates discrimination, bullying and harassment in the workplace. • Requirements related to Equal Opportunities and Occupational Health Safety and Welfare

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Registered or eligible for registration as a Nurse by the Nurses Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.
- Tertiary qualifications in nursing.
- Post graduate qualification in critical care nursing.
- Holds or is working towards a Masters degree in Nursing or a related discipline.

Personal Abilities/Aptitudes/Skills:

- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload and meet set timelines.
- Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.
- Demonstrated ability in the facilitation of change management.
- Demonstrated ability to foster a workplace environment that develops staff potential.
- Demonstrated ability to communicate effectively with both well and unwell trial participants and their families.
- Ability to manage budgets and expenditure control.
- Effective interpersonal and organisational skills.
- Demonstrated ability to self motivate, work without supervision, determine priorities, set and meet deadlines.
- Demonstrated ability to work effectively as a team member and leader.
- Enthusiasm for and interest in clinical research.
- Basic laboratory work ie. Centrifuge operation, storage and transport of samples

Experience

- Registered Nurse/Midwife with at least 3 years post registration experience
- Demonstrated competence and recent experience in intensive care nursing.
- Demonstrated competence and experience in clinical research in the intensive care environment.
- Demonstrated ability to work collaboratively in a multi disciplinary team.
- Demonstrated experience in managing a team.
- Previous research experience.
- Experience with 'Clinical Trial Notification Scheme' (CTN)/ Therapeutic Goods Administration (TGA) notifiable research.
- Experience in the supervision of student nurses, enrolled nurses and less experienced registered nurses.

Knowledge

- Understanding of the requirements of the Nurses Act 1999, the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains and the ANMC Code of Professional Conduct for Nurses/Midwives in Australia (2003) and the Commissioner for Public Employment Code of Conduct for Public Employees.
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of Quality Improvement Systems as applied to a healthcare setting.
- Knowledge of contemporary professional nursing/midwifery and health care issues.
- Understanding of the role of the Nurse Unit Manager ICU Research.
- A working knowledge of the principles of good clinical practice as incorporated in the regulations and guidelines that govern clinical research in Australia and internationally.
- An understanding of the ethical issues surrounding clinical research.
- Familiarity with word processing, spreadsheets, database, email and internet applications.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Where applicable, qualifications relevant to practice setting.
- Tertiary qualifications in nursing or human services related discipline.
- Holds or is working towards Tertiary research qualifications

Personal Abilities/Aptitudes/Skills:

- Skills in using computers and software relevant to research.
- Data base (access) familiarity and writing abilities.
- Statistical computer program experience and data analysis.
- IATA accreditation for transport of body samples.

Experience

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

Knowledge

- Knowledge of the South Australian Public Health System.
- Preparation of research project submissions to Research Ethics Committees.
- Experience conducting literature searches.
- Preparation of reports and presentations. x Understanding of the drug development process.
- Preparation of grant applications

Organisational Context

Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission 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 the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

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 Strategic 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.

Central Adelaide Local Health Network:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonatLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN visit centraladelaide.health.sa.gov.au.

Division/ Department:

Critical Care Services provides a range of clinical services for patient care, including but not limited to:

- Intensive Care Services
- Emergency Medicine
- Trauma Services
- Anaesthetic Services (including Pain Management – acute and chronic, Hyperbaric Medicine)

These services, including their research component, are delivered across the Central Adelaide Local Health Network – The Royal Adelaide and The Queen Elizabeth Hospital), although some services may be limited to one site only.

Values and behaviours

Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

Values

People first

Behaviours

- I am there for my patients and colleagues when they need me most.
- I put myself in my patients and colleagues shoes to understand their needs.
- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.
- I respect uniqueness in my colleagues, our patients and their families.

Ideas driven

- I look and listen to ensure I fully understand the problem and find a solution.
- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.
- I invest in my own learning and look for opportunities to explore and introduce new ideas.
- I am interested in critical research and how it informs creative thinking.

Future focussed

- I embrace leading practices and use them to evolve our ways of working.
- I lead and support change to improve patient and organisational outcomes.
- I am constantly on the look-out for opportunities to improve.

Community minded

- I put my hand up to lead work that matters.
- I am accountable and focused on value.
- I value and champion diversity.
- I embrace collaboration and constructive partnerships.

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 CALHN as described within this document.

Name:

Signature:

Date: