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## SA Health Job Pack

Job Title	Associate Nurse Unit Manager (Theatres)
Eligibility	Open to Everyone
Job Number	775104
Applications Closing Date	3/12/2021
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Kangaroo Island Health Service
Location	Kangaroo Island
Classification	RN/M2A
Job Status	Temporary Part Time position working 16 hours per week up to 26/2/2022, over a 7 day roster
Total Indicative Remuneration	\$105,002 - \$113,633 p.a. (Pro-rata)

## Contact Details

Full name	Katrina Seng	Jean Vredenburg	Nicole Holm
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## 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 Human Services (DHS) 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 Check (WWCC) - **DHS**
- ☐ National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- ☒ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ Unsupervised contact with Aged Care Sector- **DHS**
- ☐ No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://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



## JOB AND PERSON SPECIFICATION

Position Title: <b>Associate Nurse Unit Manager Operating Suite</b>	
Classification Code: <b>Registered Nurse/Midwife Level 2</b>	Division: Barossa, Hills, Fleurieu region Branch: Kangaroo Island Health Service Section: Operating Suite
Type of Appointment: <input type="checkbox"/> Ongoing <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Other Term	Position Number: M32256 Position Created: 2008
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child-Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

### Job & Person Specification Approval

\_\_\_\_\_  
CE or delegate

\_\_\_\_/\_\_\_\_/\_\_\_\_

### PREAMBLE:

Underpinning the Department of Health Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. *(Please refer to the back of this document).*

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and [employees who have a disability](#)) can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its patient/ clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

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## JOB SPECIFICATION

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### 1. Summary of the broad purpose of the position in relation to the organisation's goals:

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In the course of fulfilling the role of Clinical Nurse/Midwife, the Associate Nurse Unit Manager role provides specific support to the Nursing/Midwifery Nurse Unit Manager role in the leadership of nurses/midwives in the ward/unit/service. Work at this level is undertaken by employees with at least 3 years post registration experience.

Within the requirements of the Clinical Nurse/Midwife role, employees in these roles will undertake an Associate Coordinator portfolio.

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### 2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

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The Nurse/Midwife Associate Nurse Unit Manager:

- Reports to the Nurse/Midwife Nurse Unit Manager (Level 3 or 4)
- Maintains a close working relationship Clinical Nurse/Midwife (Level 2).
- Maintains cooperative and productive working relationships within all members of the health care team
- Supports and works collaboratively with less experienced members of the nursing team

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### 3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

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- 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 (DCSI)
- Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care
- Prescribed Positions will also require a NPC general probity clearance
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue
- Depending on work requirements the incumbent may be transferred to other locations across SA Health 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

### **Special Conditions** (Continued)

- 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.

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## **4. Statement of Key Outcomes and Activities** (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

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### **4.1 Assists with the provision of professional high quality patient/client care within the ward/unit/service aimed at improving patient/client health outcomes through:**

#### ***4.1.1 Improving nursing/midwifery and patient/client care procedures and practices;***

- Provide proficient clinical nursing/midwifery care and/or individual case management to patient/clients in a defined clinical area;
- Assess patient/clients' needs, plan, implement and coordinate appropriate service delivery options and communicating changes in condition and care;
- Oversee the provision of nursing/midwifery care within a team or unit;
- Provide health education, counselling and/or therapeutic/rehabilitation programs to improve the health outcomes of individual patient/clients or groups;
- Plan and coordinate services including those of other disciplines or agencies as required to meet individual and/or group health care needs;
- Monitor patient/client care plans and participating in clinical auditing and/or evaluative research to ensure appropriate patient/client care outcomes are achieved on a daily basis;
- Demonstrate and promote a risk minimisation approach to practice and supporting implementation and maintenance of systems to protect patient/clients and staff;
- Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes;
- Work within and promote a nursing model of patient/client centred care or midwifery model of partnership and support for women's right to self-determination in life processes;

#### ***4.1.2 Contributing to the human resource management of the unit/service;***

- Act to resolve local and/or immediate nursing care or service delivery problems;
- Support change management processes;
- Contribute to communication processes that effectively deal with challenging behaviours and the resolution of conflicts;

### **4.2 Contributes to the achievement of nursing/midwifery best practice and where relevant facilitates the development and application of relevant nursing research;**

- Work within a team to attain consistency of nursing/midwifery practice standards and local service outcomes;

- Participate in clinical teaching, oversee learning experience, and goal setting for students, new staff and staff with less experience;
- Act as a resource person within an area based on knowledge, experience and skills;

### **Statement of Key outcomes and Activities** (Continued)

#### ***4.3 Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education;***

- Manage own professional development activities and portfolio, support the development of others and contribute to learning in the work area

#### ***4.4 Contributes to the leadership of the unit/service through undertaking an Associate Coordinator portfolio:***

- Promote continuity and consistency of care in collaboration with other Associate Clinical Service Coordinators and the Clinical Service Coordinator of the ward/unit/service;
- Assist the Nursing/Midwifery Clinical Service Coordinator in ongoing communication and implementation of practice changes;
- Assist the Nursing/Midwifery Clinical Service Coordinator to maintain and record monitoring and evaluative research activities in the ward/unit;
- Assist the Nursing/Midwifery Clinical Service Coordinator and Nursing/Midwifery Educators to maintain a learning culture by encouraging reflection and professional development and assisting others to maintain portfolios/records of learning; and
- May be required to assist the Nursing/Midwifery Clinical Service Coordinator, as required, in undertaking performance management processes and/or rostering and/or oversight of supplies and/or equipment.

#### **4.5 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 (WHS)
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Keeping Them Safe Legislation (inclusive of Mandatory Notifier)
- Disability Discrimination
- Code of Fair Information Practice
- 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.

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Approved by Line Manager: \_\_\_\_\_ \_/ \_/ \_

Acknowledged by Occupant: \_\_\_\_\_ \_/ \_/ \_

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## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

#### PLEASE NOTE:

It is recommended that a **Maximum of 15 criteria only** (in total) be included in this section (**ie the number of Essential and Desirable criteria combined should not exceed 15**).

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**Educational/Vocational Qualifications** (include only those listed in ***Commissioner's Standard 2, Attachment C*** as an essential qualification for the specified classification group)  
(Choose applicable statement as outlined below)

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- 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

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**Personal Abilities/Aptitudes/Skills:** (related to the job description and expressed in a way which allows objective assessment):

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

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### Experience

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

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### Knowledge

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- 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 professional nursing/midwifery and health care issues

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**DESIRABLE CHARACTERISTICS** (To distinguish between applicants who have met all essential requirements)

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**Educational/Vocational Qualifications** ((include only those listed in **Commissioner's Standard 2, Attachment C**, as an essential qualification for the specified classification group)

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- Where applicable, qualifications relevant to practice setting
  - Tertiary qualifications in nursing or human services related discipline
  - Qualifications in and/or experience in a Mental Health practice
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**Personal Abilities/Aptitudes/Skills:** (related to the job description and expressed in a way which allows objective assessment):

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

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- Experience with quality improvement activities
  - Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice
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**Knowledge**

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- Knowledge of the South Australian Public Health System
  - Knowledge of contemporary professional nursing/midwifery issues
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**Other Details:**

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## COMMITMENT TO WORKPLACE VALUES

*The Department of Health values have an influence on the people we employ*

Every organisation has values that govern the way people are treated and the way decisions are made. The Department's Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

### **Honesty**

*We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.*

### **Respect**

*We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.*

### **Integrity**

*We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.*

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I \_\_\_\_\_ have the ability and commitment to behave consistently with the stated values of the Department of Health.

\_\_\_\_\_  
Signature

Please complete and return attached to your application to the nominated person

*"The right people with the right skills in the right place at the right time"*