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## SA Health Job Pack

Job Title	Nurse/Midwife Unit Manager
Eligibility	Open to Everyone
Job Number	875144
Applications Closing Date	17 October 2024
Region / Division	Flinders and Upper North Local Health Network
Health Service	Nursing and Midwifery Services
Location	Port Augusta
Classification	RN/M3
Job Status	Ongoing Full Time
Salary	\$121,537 - \$126,970 p.a

## Contact Details

Full name	Alison Hoare
Phone number	8668 7506
Email address	Alison.Hoare@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 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 -

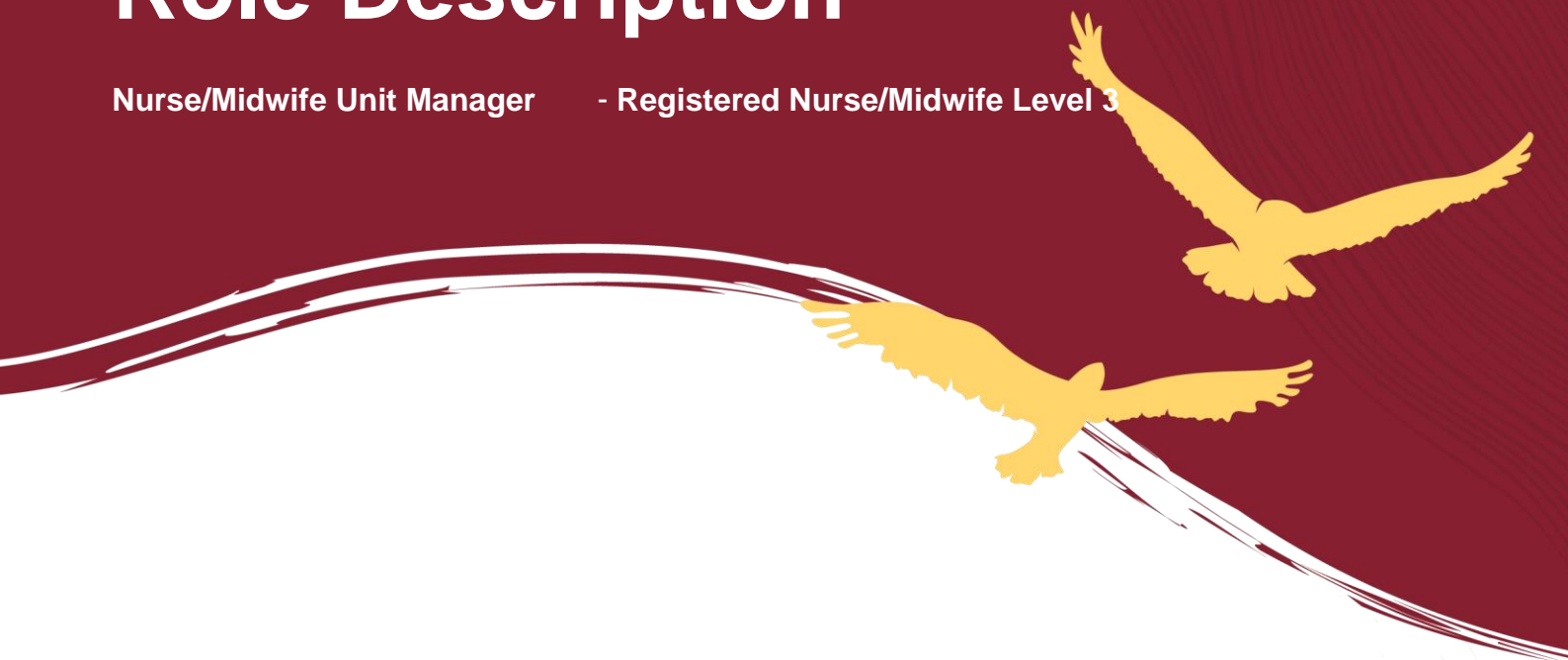
- ↪ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↪ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

# Role Description

**Nurse/Midwife Unit Manager - Registered Nurse/Midwife Level 3**



<b>Position Number</b>	P23342	
<b>Position Title</b>	Nurse/Midwife Unit Manager	
<b>Classification Code</b>	Registered Nurse/Midwife Level 3	
<b>LHN</b>	Flinders and Upper North Local Health Network (FUNLHN)	
<b>Directorate</b>	Nursing and Midwifery Services	
<b>Location</b>	Port Augusta	
<b>Department/Unit/Ward</b>	Casuarina	
<b>Position reports to</b>	P23310 Director of Nursing	
<b>Delegation Level</b>	Finance Group E, Level 6	HR Level 3
<b>Position Created/Reviewed</b>	March 2017 / March 2024	
<b>Criminal History Clearance Requirements</b>	Working With Children Check (WWCC) (DHS) Unsupervised contact with vulnerable groups (NPC)	
<b>Immunisation Risk Category</b>	Category A	

## Role Context

### Primary objectives of role:

Employees classified at this level provide clinical nursing/midwifery expertise for Maternity, Paediatrics, Nursery, general acute clients, including Labour and Birth and provide management to the Anangu Bibi Birthing project

Employees classified at this level are experts within their area and stream of practice and have a significant degree of autonomy and decision making.

Various practice models may be used to enact this role, including but not limited to:

- Primarily providing nursing/midwifery care.
- Providing clinical leadership to nurses/midwives; and AMIC staff
- Coordination and leadership of projects and/or programs that contribute clinical expertise to improve patient/client/service outcomes.
- Provide supervision and mentorship by clinical practice increasing staff's knowledge and skills through ongoing clinical exposure, and mentoring with all students or postgraduates
- Be a role model with behaviours and respectability

Employees in this role accept accountability for their nursing/midwifery practice, the outcomes of nursing/midwifery practices for the specific patient/client group, the professional advice given, delegations of care made and for addressing inconsistencies between practice and policy.

## Key Result Area and 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 is expected at this level e.g., Expert clinical knowledge underpins and informs their ability to support, lead and/or provide expert clinical care to improve and optimise nursing/midwifery care.
- Provide direct, expert clinical nursing/midwifery care, select and implement different therapeutic interventions, provide individual case management to a defined population of patients/clients and evaluate progress.
- Contribute expert nursing/midwifery assessment and advice to local clinical teams to achieve integrated nursing/midwifery care within a risk management framework.
- Undertake the nursing/midwifery care role with a significant degree of independent clinical decision making in the area of personal expertise.
- Be required in a multidisciplinary primary health care setting to apply nursing/midwifery expertise to assess clients, select and implement different therapeutic interventions and/or support programs and evaluate patient/client progress.
- Effective complex discharge planning/hospital avoidance through the provision of education, equipment and referral.

### 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.
- Contribute to the development and sustainability of nursing/midwifery skills for the needs of the specific population group using systems of resource and standards promulgation.
- Contribute specific expertise to nursing/midwifery practice through clinical protocol and standards development.

### 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.
- Apply and share expert clinical knowledge to improve patient/client care outcomes.
- Contribute clinical expertise to learning environments, which may include individual/team capability development and/or post registration clinical teaching.

### 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.
- Contribute to clinical practice research.

### Professional leadership

- Provides leadership and direction, acts a role model, mentor, consultant and resource person.
- Lead nursing/midwifery clinical practice within the professional practice framework established by the Director of Nursing/Midwifery and/or lead a multidisciplinary team.
- Contribute to the redesign of care and treatment practices.

## 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. **OR**
- 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. **OR**
- Registered or eligible for registration as a Midwife with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate. **OR**
- 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, *enrolled in an approved Mental Health course or holds a qualification in mental health practice.*

### 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 prioritise workload and meet set timelines.
- Demonstrated ability to foster a workplace environment that develops staff potential.
- Proven ability for flexibility, innovation and creativity within the whole of service setting.
- Demonstrated ability in the leadership and facilitation of change management.
- Demonstrated ability in leading and promoting consumer engagement initiatives

### 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 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

- 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.
- Ability to analyse complex clinical data.
- Ability to undertake presentations to community and professional groups.

### Experience

- Experience with quality improvement methodologies for clinical activities.
- Experience in evaluating the results of nursing and or Midwifery research and integrating, where relevant, the results into nursing and or midwifery practice.
- Experience in clinical management and leadership roles.

## Knowledge

- Knowledge of the South Australian Public Health System.

## Key Relationships/ Interactions:

### Internal

- Maintains close collaborative working relationships with all level 3 and level 4 Nurses/Midwives.
- 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/midwifery team.

>Employees classified at this level use their clinical knowledge and experience to provide support services to both Nurse/Midwife Unit Managers and the Nursing Director in nursing/midwifery practice and services in areas including but not limited to staffing methodologies, recruitment and selection, human resource management, financial administration, patient flow, accreditation and risk management processes and information systems management

>Other duties include ward backfill, ordering special supplies, ProAct rostering, attendance at meetings, shift coordinator as rostered, staff allocation, PDR completion, performance management, occasional on call overnight ,rosters including co-ordination of antenatal clinics including collaboration and negotiation with Medical officers and Obstetricians

### External

- Non-government organisations or other government organisations/agencies

## Direct reports:

- Director of Nursing

## Challenges associated with role:

Major challenges currently associated with the role include:

- Keeping professionally up to date with relevant research, technological advances and models of care.
- Working appropriately and in a culturally respectful way with children, youth, women and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients, including the Anangu Bibi Birthing Project Team
- Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.
- Working collaboratively within the multidisciplinary team and across organisational Divisions/sites and promotes communication processes to enable best patient/client outcomes.

## 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 National Police Certificate (NPC).
- Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.

- *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 unsupervised contact with vulnerable groups.
- Prescribed positions under the *Disability Services Act 1993* must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- Risk-Assessed roles under the National Disability Insurance Scheme (NDIS) (*Practice Standards – Worker Screening Rules 2018*) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- WWCCs and NDIS Worker Screening Checks must be renewed every 5 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.
- Must be an Australian Resident or hold a current working visa.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, FUNLHN will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does not apply to existing LHN employees with continuous employment within the LHN which commenced prior to 1 October 2016.
- Must be flexible and willing to participate in a 7 day roster working varied hours/shifts across different settings.

### 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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work 2014 (SA)*, facilitating the recovery, maintenance, or early return to work of employees with work related injuries / illness.
- Equal Employment Opportunities (including prevention of bullying, harassment, and intimidation).
- Meet immunisation requirements as outlined by the *Addressing vaccine preventable disease: Occupational assessment, screening, and vaccination Policy*.
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse and 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.
- *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
- SA Health / FUNLHN / other relevant departmental policies, procedures and standards.

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.

#### **Resilience:**

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

#### **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 statement:**

FUNLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge, and life experiences they bring to the workplace. FUNLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

#### **Performance development**

It is your responsibility to actively participate in the Performance Review and Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and FUNLHN and strategic directions.

#### **Delete if not a Managerial Position:**

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

### 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.

## Organisational Context

### Organisational overview

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

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

### Our legal entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, 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, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

### SA Health challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

## 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.

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.

*The Code recognises that some public sector employees are also bound by codes of conduct relevant to their specific occupation and/or profession.*

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.



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<b>Position Title</b>	Nurse/Midwife Unit Manager	
<b>Classification Code</b>	Registered Nurse/Midwife Level 3	
<b>LHN</b>	Flinders and Upper North Local Health Network (FUNLHN)	
<b>Directorate</b>	Nursing and Midwifery Services	
<b>Location</b>	Port Augusta	
<b>Department/Unit/Ward</b>	Casuarina	
<b>Role reports to</b>	P23310 Director of Nursing	
<b>Delegation Level</b>	Finance Group E, Level 6	HR Level 3
<b>Role Created/Reviewed Date</b>	March 2017 / March 2024	
<b>Criminal History Clearance Requirements</b>	Working With Children Check (WWCC) (DHS) Unsupervised contact with vulnerable groups (NPC)	
<b>Immunisation Risk Category</b>	Category A	

**Role Description Approval**

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

**Name:** \_\_\_\_\_ **Role Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**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:** \_\_\_\_\_