



**ROLE DESCRIPTION**

<b>Role Title:</b>	Registered Associate Nurse/ Midwife Unit Manager		
<b>Classification Code:</b>	RN2A	Position Number	M41896
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Royal Adelaide Hospital		
<b>Division:</b>	Heart & Lung		
<b>Department/Section / Unit/ Ward:</b>	Thoracic Procedure Suite (TPS) - ANUM		
<b>Role reports to:</b>	Tech Suite - Nurse Unit Manager level 3		
<b>Role Created/ Reviewed Date:</b>	July 2024		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> WWCC (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

**ROLE CONTEXT**

<b>Primary Objective(s) of role:</b>
<p>The Associate Nurse Unit Manager (ANUM) provides nursing services to patients in the Thoracic Procedure Suite (TPS) which have been consolidated by experience and/or further study, with staff at this level developing from competent to proficient practitioners. The role of the ANUM in TPS works across all areas of the Unit from including the pre and post – procedural and recovery areas, as well as the Technical Suites.</p> <p>The ANUM accepts accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff working within the Thoracic Procedure Suite and provides support to the Nurse Unit Manager in the leadership of nurses in the unit.</p> <p>Employees in this role will undertake a portfolio within which they will:</p> <ul style="list-style-type: none"> <li>&gt; Promote continuity and consistency of care in collaboration with other ANUM and the Nurse Unit Manager;</li> <li>&gt; Assist the Nurse Unit Manager in the implementation of practice changes; and</li> <li>&gt; Assist the Nurse Unit Manager in undertaking unit management responsibilities, eg. Performance management processes, recruitment, staffing, leave management, rostering,</li> </ul>

work allocation and attendance management; financial and supplies planning and monitoring.

**Direct Reports:**

NIL

**Key Relationships/ Interactions:**

Internal

- The Associate Nurse Unit Manager maintains a close working relationship with the Clinical Nurse (Level 2) and supports the role of the Nursing Unit Manager.
- Maintains cooperative and productive working relationships within all members of the health care team and promotes a positive working environment.
- Supports and works collaboratively with less experienced members of the nursing team.

External

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

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Keeping up to date with, implementing and monitoring evidence based practice and quality management initiatives consistent with organisational policies
- Dealing appropriately and relevantly with patients and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients
- Accepting responsibility for the maintenance of own knowledge and professional competence, development and contemporary practices.

**Delegations:**

NIL

**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 Background Screening and National Criminal History Clearance.
- *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 and Young People (Safety) Act*

2017 or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.

- Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- **Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.**
- 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 Policy Directive.*
- *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.*
- *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.*

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.

### **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.

### **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.

### **Resilience:**

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

## Key Result Area and Responsibilities

Key Result Areas	
Support of health service systems	<ul style="list-style-type: none"> <li>• Assists and supports the Nurse Unit Manager in management, clinical, and education activities;</li> <li>• Plan and coordinate services including those from other disciplines;</li> <li>• Act to resolve local and/or immediate nursing care or service delivery problems;</li> <li>• Support change management processes</li> </ul>
Direct/ Indirect Patient client care	<ul style="list-style-type: none"> <li>• Provide proficient, person centred, clinical nursing care to patients in there and post procedural environment and the technical Suite environment;</li> <li>• Monitoring patient care plans to ensure appropriate care outcomes are achieved on a daily basis;</li> <li>• Oversee the provision of nursing care within the technical Suite.</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Participate in clinical teaching, overseeing learning experience, and goal setting for students, new staff and staff with less experience;</li> <li>• Assist the Nurse Unit Manager and Nurse Educators to maintain a learning culture by being a resource person, encouraging reflection and professional development, and assisting others to maintain portfolios/records of learning.</li> </ul>
Support of health service systems	<ul style="list-style-type: none"> <li>• Assists and supports the Nurse Unit Manager in management, clinical, and education activities;</li> <li>• Plan and coordinate services including those from other disciplines;</li> <li>• Act to resolve local and/or immediate nursing care problems;</li> <li>• Support change management processes.</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Participate in clinical auditing, clinical trials and/or evaluative research;</li> <li>• Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes;</li> <li>• Assist the Nurse Unit Manager to maintain and record monitoring and evaluative research activities in the unit.</li> </ul>
Professional leadership	<ul style="list-style-type: none"> <li>• Promote continuity and consistency of care in collaboration with the Nurse Unit Manager of the unit;</li> <li>• Provide shift by shift leadership in the provision of nursing care within the unit and facilitate patient flow;</li> </ul>

	<ul style="list-style-type: none"><li>• Act as a resource person within an area based on knowledge,</li><li>• experience and skills</li></ul>
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## 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.

#### **Experience**

- > Registered Nurse/Midwife with at least 3 years post registration experience..
- > Demonstrated competence in Cardiology or Technical Suite nursing practice in accordance with the appropriate standards of practice.
- > Demonstrated experience in management and leadership roles
- > Demonstrated experience in managing projects

#### **Personal Abilities/Aptitudes/Skills:**

- 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.
- An ability to manage to the spirit and principles of the premier's safety commitment and the legislative requirements of the *Work Health Safety Act 2012* and the *Return to Work Act 2014*, and apply a risk management approach that aligns to AS/NZS 31000:2009 *Risk Management – Principles and Guidelines* or to an equivalent set of standards.

#### **Knowledge**

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards
- > Knowledge of Quality Improvement Systems as applied to a healthcare setting.
- > Knowledge of contemporary nursing and or midwifery and health care issues.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- Where applicable, qualifications (Graduate Diploma or Master level) in Cardiology or Perioperative care.
- Tertiary qualifications in nursing, or human services related discipline.

### **Personal Abilities/Aptitudes/Skills:**

- 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

### **Experience**

- Experience with quality improvement activities.
- Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.
- Evidenced experience within the Technical Suite Setting
- Evidenced Leadership Roles /positions
- Communication skills – written and verbal

### **Knowledge**

- Knowledge of the South Australian Public Health System.



## 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 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 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., Country Health SA 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 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.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. 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 DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, 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, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these

challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

### **CALHN Heart & Lung Program**

The Heart & Lung Program of the Central Adelaide Local Health Network is a dynamic service providing expert care to Eastern Central & Western Adelaide. The CALHN Heart & Lung program provides patient centred acute inpatient services both emergency and elective across Royal Adelaide Hospital, the Queen Elizabeth Hospital, Hampstead Rehabilitation Hospital, St Margaret's Hospital. This includes cardiac diagnostics and interventional and electrophysiology procedures and Cardiac Rehabilitation and Heart Failure and outpatients. The Heart & Lung nursing service extends to management of the Cardiothoracic Surgery wing at RAH and pre-operative service. It serves the South Australian Community through a multidisciplinary patient focused model. The Heart & Lung program also provides care in patient's homes.

Comprehensive Cardiology & Respiratory services are provided to manage a diverse range of complex health issues. Nursing and Allied Health Services are extensive across all sites and programs with specialised and generalist staff to care for both younger and older patients entrusted to our care. Non-clinical support staff and volunteers ensure that we are partnering with both clinicians and patients to provide a safe and supportive health care environment.

We are committed to our community through a partnership approach in delivering healthcare that promotes wellness through illness prevention and proactive treatment of disease.

## **Values**

### **Central Adelaide Local Health Network Values**

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

## 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 SA Health as described within this document.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_