



## ROLE DESCRIPTION

<b>Role Title:</b>	Associate Nurse Unit Manager
<b>Classification Code:</b>	Registered Nurse Level 2
<b>LHN/ HN/ SAAS/ DHA:</b>	Women's and Children's Health Network
<b>Hospital/ Service/ Cluster</b>	Women's and Children's Health Network
<b>Division:</b>	Division of Paediatric Medicine
<b>Department/Section / Unit/ Ward:</b>	Paediatric Emergency Department PED
<b>Role reports to:</b>	Nursing Service Director
<b>Role Created/ Reviewed Date:</b>	March 2024
<b>Criminal History Clearance Requirements:</b>	Working with Children Check (issued by DHS) National Police Check (issued by approved provider) If applicable - NDIS Worker Check (issued by NDIS Commission)
<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)

## ROLE CONTEXT

### Primary Objective(s) of role:

Provide nursing and/or midwifery services in a variety of health service settings which has been consolidated by experience and/or further study with staff at this level developing from competent to proficient practitioners.

Accepts accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

The Associate Nurse Unit Manager (ANUM) in the course of fulfilling the role is responsible for providing specific support to the Nursing Service Director (level 5.1) in the leadership of Nurses in the unit, ward or service.

The ANUM will work with, and ensure other Nurses also work in collaboration, with other health professionals and in partnership with women, children and their families and other agencies to ensure optimum health outcomes.

### Direct Reports:

> Nil

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Nursing Service Director (level 5.1)
- > Maintains a close working relationship with the Nurse Consultant, Clinical Nurse, Level 1 Registered Nurses.
- > Maintains a cooperative and productive working relationships with all members of the health care team
- > Contributes to the day to day operations of the unit and will provide professional guidance to Nursing staff, particularly less experienced members of the nursing team

#### External

- > Client Group
- > Government and non government organisations as required to meet the needs of the client group

### 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
- > Keeping professionally up to date with research and nursing technological advances
- > Dealing appropriately and relevantly with children, youth, women 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 and contemporary practices
- > Balancing clinical expertise and ANUM portfolio responsibilities

### Delegations:

- > Nil

### Resilience:

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

### Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > 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 and Young People (Safety) Act 2017* (SA) 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012* (SA)
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009* (SA), *Health Care Act 2008* (SA), and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > May be responsible for supervision and oversight of volunteers assigned within the department, in collaboration with the WCHN Volunteer Unit. Refer to Volunteer Engagement and Management

#### Procedure

- > *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/WCHN/LHN/SAAS policies, procedures and standards.
- > WCHN Clinical Governance and Consumer Engagement Framework and all requirements of the National Safety & Quality Health Service Standards (2nd Edition).
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > Accountable for contribution to the safety and quality of care delivered to WCHN consumers (refer to Accountability Statement below).

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.

#### 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.

#### Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit, and must be renewed every 5 years from the date of issue
- > For 'Risk Assessed Roles' under the *NDIS Worker Screening Rules 2018*, the individual's NDIS Worker Check must be renewed every 5 years from the data of issue (or are required to be compliant with transitional arrangement for South Australia).
- > Failure to renew required criminal history screenings prior to nominated expiry will require your absence by way of approved leave until a renewal is obtained.
- > A satisfactory National Police Certificate (NPC) assessment is required.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
  - > The Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.
  - > Rostered over 7 days; may be required to work after- hours

**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 always 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.

**Zero Tolerance to Racism:**

The Women’s and Children’s Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.

Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: ***Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace.***

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p><b>1. Direct delivery of proficient clinical care to patients/clients and their families using evidence based practice</b></p>	<ul style="list-style-type: none"> <li>&gt; Promotes and works within a nursing model of client centred care</li> <li>&gt; The provision of a high standard of clinical practice through the application of professional standards and adherence to policies, protocols and procedures and working within a model of client centred care.</li> <li>&gt; The assessment, planning, implementation and co-ordination of care/appropriate service delivery options by the use of advance knowledge, evidences and own experience to achieve agreed patient care outcomes.</li> <li>&gt; Active participation in monitoring client care plans and participate in clinical review programmes/audits to ensure quality patient outcomes</li> <li>&gt; The provision of health education, counselling and rehabilitation programs to improve health outcomes.</li> <li>&gt; Patient care outcomes are achieved and devised through the application of advanced theoretical knowledge and experience.</li> <li>&gt; Clinical documentation records are maintained in accordance with organisational policy.</li> <li>&gt; Development of partnerships both internal and external to support quality patient needs and outcomes.</li> </ul>
<p><b>2. Demonstrate a commitment to consumer participation</b></p>	<ul style="list-style-type: none"> <li>&gt; Working collaboratively with consumers in the development of individual care/treatment plans.</li> <li>&gt; In consultation with the Nursing Service Director/Shift Coordinator/Team Leader, participates, in the review of incidents, accidents and complaints arising within the clinical setting with a focus on reduction of incidents/accidents and complaints.</li> <li>&gt; In consultation with consumers and the Nursing Service Director/Shift Coordinator/Team Leader, identifies opportunities for improvement in consumer care and implements planned strategies designed to promote and establish the Service and Unit as a benchmark for excellence</li> </ul>
<p><b>3. Ensure services are delivered in a culturally sensitive manner</b></p>	<ul style="list-style-type: none"> <li>&gt; Promotes access and equity of services for people from culturally and linguistically diverse backgrounds.</li> <li>&gt; Provides services that are culturally sensitive to the needs of consumers.</li> <li>&gt; Enables consumers to make decisions concerning their health/mental health</li> </ul>

<p><b>4. Contribute to the clinical leadership of nursing services for the unit/ward/service to attain consistency of practice standards and local service outcomes</b></p>	<ul style="list-style-type: none"> <li>&gt; Participates in and oversee the provision of quality nursing care.</li> <li>&gt; Services are planned and co-ordinated with other disciplines or agencies to meet health care needs.</li> <li>&gt; A risk minimisation approach is demonstrated and promoted and support the implementation and maintenance of systems to protect patients and staff.</li> <li>&gt; The unit has trained and skilled Nurses to provide quality clinical services.</li> <li>&gt; Nurses are inducted, trained and clear on their daily roles and responsibilities</li> <li>&gt; Participates in reviewing, updating and ensures consistency of Nursing practice standards and local service outcomes</li> </ul>
<p><b>5. Encourage and foster a positive culture and safe work environment</b></p>	<ul style="list-style-type: none"> <li>&gt; A team environment, which promotes positivity, learning and development, safety and welfare of employees, acknowledges cultural and personal differences, and encourages creativity, innovation and honesty.</li> <li>&gt; Resolves local and/or immediate nurse care of service delivery problems</li> <li>&gt; Communication processes effectively deal with challenging behaviours and the resolution of conflicts</li> <li>&gt; Team members demonstrate a positive approach and commitment to client centred service.</li> <li>&gt; Change management processes are supported and implemented.</li> </ul>
<p><b>6. Responsible for individual development and education</b></p>	<ul style="list-style-type: none"> <li>&gt; Maintenance of individual professional development portfolio and competencies within current role.</li> <li>&gt; Successful attainment of professional competencies to a standard agreed at annual performance development review and as designated by the unit/ward/service</li> </ul>
<p><b>7. Provide specific support to the Nursing Service Director in the leadership of nurses in the unit/ward/service</b></p>	<ul style="list-style-type: none"> <li>&gt; Continuity and consistency of care is promoted</li> <li>&gt; Assistance is provided with the ongoing communication and implementation of practice changes across the unit/ward/service</li> <li>&gt; Assistance is provided to ensure a learning culture is maintained</li> <li>&gt; Assistance is provided to record, measure and maintain unit/ward/service key performance indicators</li> <li>&gt; Assistance is provided to support performance management processes, and/or rostering and/or oversight of supplies and/or equipment</li> </ul>
<p><b>8. Actively participate in quality management, quality assurance and risk management activities and ongoing improvement of services.</b></p>	<ul style="list-style-type: none"> <li>&gt; Continuously reviewing existing practices and implementing change where required.</li> <li>&gt; Contribute to the development and implementation of practice guidelines, protocols/audits and quality indicators.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Registered or eligible for registration as a Nurse by the Nursing and Midwifery Board of Australia (NMBA) and who holds, or who is eligible to hold, a current practicing certificate

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

- > Effective communication, problem solving, conflict resolution and negotiation skills
- > Ability to work effectively within a multidisciplinary team
- > Demonstrated ability to prioritise workload and meet set timelines whilst working under minimal supervision
- > Demonstrated initiative, flexibility and creativity
- > Demonstrated ability to relate to people from a diverse range of cultural and social backgrounds
- > Well developed interpersonal and communication skills including the ability to work with individuals and families for positive health outcomes and to foster productive working relationships across disciplines
- > Ability to lead and motivate staff to achieve positive outcomes

#### **Experience**

- > Registered Nurse with at least 3 years post graduation experience or currently classified as a Clinical Nurse
- > Demonstrated competence in the relevant area of nursing practice in accordance with NMBA and relevant professional college standards of practice
- > Experience in problem solving, negotiation and conflict management
- > Experience in the supervision of student nurses, Assistant in Nursing, enrolled nurses and less experienced registered nurses
- > Experience in management and leadership roles

#### **Knowledge**

- > Of Work, Health and Safety and continuous improvement practices.
- > Of Contemporary nursing/midwifery and health care issues
- > Obligations relating to :
  - Mandatory Notifications
  - Consumer rights and responsibilities

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Additional relevant tertiary qualifications
- > Certificate appropriate to the area

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

- > Ability to work within a team framework that fosters and 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

### **Knowledge**

- > Knowledge of the South Australian Public Health System
- > Knowledge of contemporary profession nursing/midwifery issues



## 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 legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA 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.

### Health Network/ Division/ Department:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services.
- Primary health care and population health programs.
- Integrated community care services.
- Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs.
- Education and training programs.
- Research.

## 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.

### Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

### 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:**

## Women's & Children's Health Network

### Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

#### Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

#### Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

#### Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

#### Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

#### Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

#### WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

#### Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

#### Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

# Women's and Children's Health Network Strategy 2026

## Four Strategic Priorities



Improved health and wellbeing of families and communities



Meaningful gains in Aboriginal health and wellbeing



Provide leading healthcare for women, babies, children and young people



Create one health network

## Key Enablers

Effective communication

Consumer and community engagement

Culture and leadership

Engaged and capable workforce

Enabling technology

Research

Productive partnerships

Contemporary infrastructure

Financial sustainability

Continuous improvement and innovation

**Mission** To improve the health and wellbeing of families and communities by providing integrated care and support

**Vision** To be a leading and respected health network for women, babies, children, young people and their families

**Values** Compassion, Respect, Equity, Accountability, Together for Excellence

**Our Story** starts with our consumers and communities who are at the centre of everything that we do.

Our focus for the years ahead is to:

- Provide outstanding care and service
- Enhance our culture and leadership
- Design and deliver a new Women's and Children's Hospital
- Strengthen partnerships, expand innovation
- Through research, education and learning, inspire others, share specialist knowledge and deliver excellence in everything that we do
- Deliver an integrated WCHN

**Our Way** is underpinned by our agreed ways of working together that enable us as an organisation to:

- Share a common purpose and direction
- Use innovative and new ways to deliver our service
- Educate and support people to excel in the care that they give
- Grow and develop our current and future leaders
- Ensure that we have consistent behaviours and ways of working
- Implement processes and systems that are efficient and effective



State-wide services: Child and Family Health Service, Child and Adolescent Mental Health Service, Yarrow Place Rape and Sexual Assault Service, Disability Services, Child Protection Service, Metropolitan Youth Health, Women's Health Service, Women's Safety Strategy