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

The Director of Nursing and Midwifery provides strategic and operational leadership, governance, and direction for the nursing/midwifery services within Coober Pedy and Oodnadatta Health Services. The focus of the role is on development and implementation of frameworks and systems within which nursing/midwifery employees practice, and on monitoring and evaluating clinical practice and service delivery standards. The role scope at this level may be required to extend across more services than nursing/midwifery.

The Director of Nursing and Midwifery accepts accountability for the governance and practice standards of nurses/midwives; the development and effectiveness of systems to support, evaluate and consistently improve nursing/midwifery practice and healthy work environments and the cost effective provision of health services within their span of control.

The specific scope of this Level 6 position is outlined in section 4.5 of the Statement of Key Outcomes and Activities.

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).

The Director of Nursing and Midwifery is:

- Responsible to the Operations Manager – Far North Health Services.
- Works closely with executive and senior clinical and management personnel and disciplines including medical, allied health and scientific disciplines..
- Liaises regularly with unions and staff bodies and with external agencies when required.
- Responsible for the management of Nursing/Midwifery within the Coober Pedy & Oodnadatta Hospitals & Health Services.

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

- Required to produce a satisfactory National Police Certificate/National Police History Records Check prior to confirmation of appointment and every 3 years thereafter from date of issue.
- The incumbent will be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.
- Current SA Drivers Licence and willingness to drive long distances, often on unsealed roads and in a 4WD.
- Some intra/inter state travel, which will involve overnight absences and travel by a light aircraft will be required.
- No fixed hours of duty.
- Responsible for ensuring the clinical roster is adequate, which may require participating in some clinical work as necessary to meet the needs of the Far North Health Services.
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)

4.1 Ensuring the provision of professional high quality health care aimed at improving patient/client health outcomes by:

- Providing corporate professional nursing/midwifery advice, direction, and governance for the Coober Pedy & Oodnadatta Hospitals & Health Services.
- Developing and implementing a corporate nursing/midwifery professional practice framework for the provision of health services in a manner, which meets the defined needs and priorities of the population.
- Initiating and/or overseeing innovations, systemic change processes, and co-ordination of responses to nursing/midwifery practice and health service needs;
- Developing and implementing service delivery policies, goals, benchmarking frameworks and nursing/midwifery clinical practice standards;
- Developing and guiding the use of information systems to inform decision making, manage practice, store corporate knowledge and convey information to staff;
- Leading, coaching, coordinating and support direct reports;
- Integrating contemporary information and research evidence with personal knowledge and experience to support executive level decision making;

4.2 Ensures the efficient and effective management of the nursing and midwifery services and relevant services within the span of responsibility of the position by;

- Providing corporate management of nursing/midwifery services for the Coober Pedy & Oodnadatta Hospitals & Health Services.
- Developing and/or implementing corporate administrative and risk management frameworks;
- Undertaking financial budgeting and management within a culture of due diligence, within the Nursing division;
- Establishing standards for human resource systems implementation including processes and standards of nursing/midwifery staff recruitment, performance, development and retention.
- Leading the establishment of healthy working environments, respectful relationships and learning cultures across span of appointment;
- Establish and develop professional relationships with Umoona Aged Care Aboriginal Corporation, Dunjiba Community Council and Umoona Tjutagku Health Service to ensure best health outcomes for the local Aboriginal population.
- Contributing to and/or negotiating organisation budget and activity profiles;
- Leading innovation, changing processes, and coordinating responses to emerging service and workforce needs;
- Working in collaboration with the Operations Manager, Far North Health Services to ensure the efficient management of human, financial and asset management.

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

- Holding a contemporary professional practice portfolio containing professional development evidence commensurate with the level of autonomy, authority and influence expected of the role;

4.4 In addition the Director of Nursing and Midwifery may be required to;

- Manage or oversee an organisational/regional portfolio or long term and/or significant project;
- Be responsible for overseeing the coordination of the all accreditation processes for Coober Pedy & Oodnadatta Hospitals & Health Services.

4.5 Level 6.2 has a substantial number of the following characteristics but is not limited to:

- Inpatient facilities with capacity for consistent occupancy levels;
• A small range of clinical services influencing activity levels;
• Primary health services and GP support;
• Provide professional Nursing/Midwifery support to the Country Health SA owned Medical Practice.
• Some hospital substitution services;
• Support and advocate for patients/clients to receive relevant care in best setting to assist with their recovery.
• Support for occasional surgical services and some visiting specialist services;
• Support services from visiting specialist and services, this may include, however is not limited to General Surgeon, Allied Health Professionals, Paediatrician, Cardiologist.
• Maybe required to participate as the Far North Health Service delegate on the Health Advisory Council from time to time.
• May include Midwifery service;
• Emergency services for a specified area;
• Role is required to manage local clinical services.
• Role is required to manage within more than one funding source and/or jurisdiction;
• Role may be required to oversee a second Health Service of equal or less size;

4.6 Level 6.2 will ensure the Far North Health Services meet requirements related to participation in Counter Disaster Activities, Equal Opportunities and Occupational Health Safety and Welfare (OHSW) by:

• Participating in Counter Disaster activities including annual reviews with reference to site policy and procedure, and the State Disaster Act, 1980, and in collaboration with external stakeholders including local Government bodies as appropriate.
• Demonstrating understanding of all relevant external legislation and internal policies and procedures that relate to the position and the organisation including Equal Employment Opportunity, Grievance and Disciplinary Procedures.
• Ensuring compliance with the requirements of the Code of Conduct for SA Public Sector Employees with regard to integrity, respect, accountability and confidentiality guidelines.
• Applying existing policy and procedures and to lead the development and evaluation of new policy and procedures to ensure all legislation, regulations and directives are fully met.
• Ensuring the organisation meets the requirements of legislation, regulations codes of practice, Australian Standards and all relevant professional standards.
• Ensuring compliance with OHSW Legislation.
• Leading and demonstrating proficient application of OHSW systems including: ensuring all employees are given information, instruction and training commensurate to the hazards/risks in the workplace to enable them to do their jobs safely; ensuring efficient and effective management and investigation of workplace injuries and hazards; utilising a Hazard Management approach to identify, assess and control all workplace hazards; consult and communicate processes supporting the OHSW System and that a consultative approach is used for all planned changes to systems, environment, equipment and substances being introduced.
• Managing to the spirit and principles of the Premier’s Safety Commitment and the Legislative Requirements of the OHSW Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.
Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:

- Complying with workplace policies and procedures
- Comply with and have a working knowledge and understanding of the requirement of all staff employed in the Whyalla, Eastern Eyre & Far North Health Services relating to confidentiality.
- Commitment to the continuous improvement in the provision of customer service.
- Comply with and have a working knowledge and understanding of Infection Control policies and procedures.
- Correctly utilising appropriate personal protective equipment.
- Regularly participate in personal performance development reviews.
- Participation in continuous quality improvement programs and accreditation activities.
- Ensuring cultural sensitivity is maintained by attending and contributes to their learning in diversity of cultural awareness and cross cultural training, with a frequency to be determined as appropriate by the organisation.
- Contributing to the development, implementation and evaluation of Primary Health Care activities in line with the principles of the Health Promotion Policy.
- All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks.
- It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation from State Records. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management.
- Contribute to the well-being of people in South Australia through participation 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.
- Contribute to the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements by:
  - being aware of the accident and work injury reporting processes;
  - understanding the importance of safety rules; and
  - attending fire, emergency and OHS&W training programmes as required

Contribute to the achievement of outcomes, as identified in the Country Health SA and Whyalla & Eastern Eyre Strategic Plan by:

- Contributing to the development and implementation of departmental strategic directions and plans.

This Position Description will be reviewed regularly, at least every 12 months, and when necessary during the course of the 12 months, by the Supervisor together with the incumbent. This regular review will ensure the Position Description is up to date and accurately reflects the duties carried out by the incumbent.
PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

- Registered or eligible for registration as a General Nurse by the Nurses Board of South Australia and who holds, or who is eligible to hold, a current practicing certificate

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

- An ability to achieve outcomes through effective leadership and delegation and by working in a team.
- Demonstrated ability to deal with a range of issues concurrently.
- Ability to analyse options, make decisions and implement policies.
- Proven ability to create and manage change and operate effectively in an environment of complexity, uncertainty and rapid change.
- Highly developed verbal and written communication skills.
- Highly developed negotiation and conflict resolution skills.

Experience

- Registered Nurse/Midwife with at least 3 years post registration experience or currently classified as a Clinical Nurse/Midwife.
- Qualifications or extensive, recent, senior management experience in finance.
- Experience in the implementation of new systems and introduction of significant change.
- Substantial senior experience/responsibility in management including personnel, finance and strategic planning and leadership.
- Demonstrated experience in innovative service delivery and in effecting change in the workplace to achieve agreed outcomes.

Knowledge

- Broad knowledge and understanding of the requirements of the SA Nurses Act 1999.
- Comprehensive understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the ANMC Code of Professional Conduct for Nurses/Midwives in Australia (2003) and the Commissioner for Public Employment Code of Conduct for Public Employees.
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Broad based knowledge of contemporary health care issues.
- Broad knowledge of Quality Improvement Systems as applied to a hospital setting.
DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

- Experience, knowledge and/or understanding of issues specific to rural Health Units
- Demonstrated clinical skills from a diverse range of disciplines

Educational/Vocational Qualifications

- Have (or undertaking or prepared to undertake) relevant qualifications in Nursing, Management, Business, Human Resources or Administration.
- Demonstrated effective Leadership and Management Practices.
- Registered Midwife.

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

- Recent experience in application of information technology in the health care environment.

Experience

- Demonstrated ability to achieve and maintain sound employee relations.
- Extensive executive management in the health care field.

Knowledge

- Broad understanding of State and local political, legal and socio-economic environments and their impact upon the management of a hospital.

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”