



## ROLE DESCRIPTION

<b>Role Title:</b>	COVID-19 VACC Implementation Nursing Lead
<b>Classification Code:</b>	Registered Nurse/Midwife Level 6 – RN/M6.4
<b>LHN/ HN/ SAAS/ DHW:</b>	DHW
<b>Hospital/ Service/ Cluster</b>	System Leadership and Design
<b>Division:</b>	Clinical Collaborative
<b>Department/Section / Unit/ Ward:</b>	COVID-19 Emergency Management
<b>Role reports to:</b>	Operational - COVID-19 Immunisation Implementation Program Lead Professional - Chief Nurse and Midwifery Officer, SA Health
<b>Role Created/ Reviewed Date:</b>	November 2021
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working with Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

Employees classified at this level provide strategic and operational leadership, governance, and direction for the nursing/midwifery services as part of the COVID-19 response within SA Health.

This role will provide clinical oversight and governance for the COVID 19 Vaccination roll out..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. Staff working at this level are expert managers, practicing at an advanced level, have an extended scope of practice with a high degree of autonomous decision making.

Employees in this role accept 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 **Level 6.4** is outlined in the section: **Key Result Areas and Responsibilities.**

### Direct Reports:

- > RN/M level 3, 4, and 5 within COVID-19 Vaccination Implementation workstream

**Key Relationships/ Interactions:**

Internal

- > Works closely with executive and senior clinical and management personnel and disciplines including medical, allied health, scientific and technical services.
- > Key stakeholder engagement to ensure clinical excellence across LHNs.
- > Responsible for the management of Nursing and Midwifery Directors Level 5.

External

- > Maintains relationships with non-government organisations/government organisations
- > Liaises regularly with unions and staff bodies and with external agencies

**Challenges associated with Role:**

- > Providing strategic and operational leadership for nursing/midwifery and other services within the scope of role.
- > Accountable for the service/s human, financial and material resources within scope of the role and promoting a culture of due diligence
- > Building a culture of quality and safety that is patient/client centred.
- > Leading innovation and change management to address emerging service and workforce needs within span of control.

**Delegations:**

- > Level 4

**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:**

\*NB References to legislation, policies and procedures includes any superseding versions

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.
- > 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.
- > 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/LHN/SAAS policies, procedures and standards.

#### 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.

#### 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.

#### Special Conditions:

\*NB Reference to legislation, policies and procedures includes any superseding versions

- > 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.**
- > 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 the satisfactory Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCC must be renewed every 5 years from the date of issue; and for "Approved Aged Care Provider Positions" every 3 years from the date of issue as required by the *Accountability Principles 2014* issued pursuant to the Aged care Act 1997 (Cth).
- > 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. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > 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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> <li>&gt; Use their clinical knowledge and experience to provide strategic and operational leadership, governance and direction for nursing/midwifery including models of care for the COVID 19 vaccination program</li> <li>&gt; Build a culture which is patient/client centered and where patient/client engagement is encouraged;</li> <li>&gt; Accountable for evaluating and consistently improving nursing/midwifery practice and healthy work environments.</li> <li>&gt; Maintain up to date knowledge on ATAGI and TGA developments relating to the COVID 19 vaccination program</li> </ul>
Support of health service systems	<ul style="list-style-type: none"> <li>&gt; Develop and implement a nursing/midwifery contemporary professional practice framework;</li> <li>&gt; Develop and/or implement corporate administrative and risk management frameworks;</li> <li>&gt; Develop and implement service delivery policies, goals, benchmarking frameworks and nursing/midwifery clinical practice standards;</li> <li>&gt; Develop and guide the use of information systems to inform decision making, manage practice, store corporate knowledge and convey information to staff;</li> <li>&gt; Establish standards for human resource systems implementation including processes and standards of nursing/midwifery staff recruitment, performance, development and retention;</li> <li>&gt; Contribute to and/or negotiate organisation budget and activity profiles; Accountable for resource management with due diligence. Support and oversee the regular quality reviews across LHN and third party vaccination clinics</li> </ul>

Education	<ul style="list-style-type: none"> <li>&gt; Lead the establishment of learning cultures across span of appointment;</li> <li>&gt; Ensuring staff have the capacity to meet service delivery needs, priorities and work standards.</li> </ul>
Research	<ul style="list-style-type: none"> <li>&gt; Lead the establishment of a culture of research enquiry;</li> <li>&gt; Integrate contemporary information and research evidence with personal knowledge and experience to support high level decision making.</li> </ul>
Professional leadership	<ul style="list-style-type: none"> <li>&gt; Lead, develop and implement COVID-19 vaccination strategy as part of the SA Health COVID-19 emergency response and service;</li> <li>&gt; Provide professional nursing/midwifery advice, direction, and governance for SA Health COVID-19 Vaccination Service;</li> <li>&gt; Provide corporate management of nursing/midwifery services for SA Health COVID-19 Vaccination Service;</li> <li>&gt; Lead, coach, coordinate and support direct reports and provide mentorship for less experienced nurses and midwives;</li> <li>&gt; Lead innovation, change processes, and coordinated responses to emerging service and workforce needs;</li> <li>&gt; Maybe recruited to manage or oversee an organisational/regional portfolio or long term and/or significant project;</li> <li>&gt; May be required to provide executive level management of services other than nursing/midwifery for SA Health COVID-19 Vaccination Service</li> </ul>

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### Educational/Vocational Qualifications

- > 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.

#### Personal Abilities/Aptitudes/Skills:

- > 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

- Five years post registration experience as a 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**

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Broad based knowledge of contemporary health care issues.
- > Broad knowledge of Quality Improvement Systems as applied to a hospital setting.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Post graduate tertiary qualifications in health administration.

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

- > 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.
- > Experience in COVID-19 service delivery

### **Knowledge**

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

## 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 the 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., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern 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.

### Department for Health and Wellbeing:

The Department for Health and Wellbeing assists the Minister for Health and Wellbeing to set the policy framework and strategic directions for SA Health. The Department supports the delivery of public health services, formulates health policy, facilitates public and consumer consultation on health issues, and monitors the performance of South Australia's health system by providing timely advice, research and administrative support.

## 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.

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:**