



JOB AND PERSON SPECIFICATION

Position Title: **Advanced Nurse /Midwife Clinical Services Coordinator**

Classification Code: **Registered Nurse/Midwife Level 4**

Division:

Branch:

Type of Appointment:

Section:

Ongoing

Position Number:

Temporary

Position Created:

Other Term

Job & Person Specification Approval

_____/_____/_____
CE or delegate

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.

JOB SPECIFICATION

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

In the course of fulfilling the role of Advanced Clinical Services Coordinators, Level 4, Nurse/Midwives at this level, provide the pivotal co-ordination of patient/client care delivery in a defined ward/unit/value stream or program within a Health Unit/Community Service. The main focus of this role is the line management, coordination and leadership of the nursing/midwifery team activities, including where relevant, such local resource management as to achieve continuity and quality of patient/client care.

Employees in this role accept accountability for the outcomes of nursing/midwifery practices in the specific practice setting, for addressing inconsistencies between practice and policy; and for developing team performance within positive work cultures in the interest of patient/client outcomes.

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

- Primarily leading a patient care area nursing/midwifery practice/service team;
 - Undertaking a combination of patient care area nursing/midwifery team leadership and resource management.
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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 Advanced Nurse/Midwife Clinical Services Coordinator:

- Reports to Nursing or Midwifery Director (Level 5) or to the relevant position in your local health unit/service
 - 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 team
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3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- The appointee may be subject to a Criminal History Check prior to confirmation of appointment.
 - The incumbent may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.
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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 Assists with the provision of professional high quality patient care within the ward/unit/service aimed at improving patient health outcomes through:

4.1.1 Improving nursing/midwifery and patient care procedures and practices by;

- Managing, overseeing and advising on nursing/midwifery care and health service delivery for a specified service delivery area which is (by number of patients and/or by clinical complexity or breadth) demonstrably beyond the usual range for that practice setting, OR
- Managing, overseeing and advising on nursing/midwifery care and health service delivery for a specified service delivery area which is demonstrably more professionally isolated than the usual range; OR

Statement of Key outcomes and Activities (Continued)

- Leading a nursing/midwifery and/or multi-disciplinary team which is (by direct reports and/or span of control or multiple operational links) demonstrably beyond the usual range;
- Initiating, implementing and co-ordinating processes within span of control, for quality improvement and continuity within corporate risk management and nursing/midwifery professional practice frameworks;
- Using available information systems to inform decision making, evaluate outcomes and convey information to staff;
- Implementing local processes to operationalise the corporate risk management framework including investigating complaints, incidents and accidents;
- Changing local processes and practices in accordance with emerging service needs, care evaluation results, identified imminent systems problems, and coordination of local activities with corporate systems;

4.1.2 Contributing to the human resource management of the unit/service by.

- Maintaining productive working relationships and manage conflict resolution;
- Developing and maintaining a learning environment, taking a coaching approach to team development, individual capability development and performance management;

4.2 Contributes to the achievement of nursing/midwifery best practice and where relevant facilitates the development and application of relevant nursing research by;

- Integrating contemporary information and research evidence with personal experience to support the decision making, innovative thinking and objective analysis that are expected at this level;

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

- Holding a contemporary professional practice portfolio containing evidence of postgraduate qualifications and learning and practice experiences that underpin a demonstrable application of knowledge and skills commensurate with the level of autonomy, decision making authority and influence of recommendations expected of the role;

4.4 Employees in this role may be required to:

- Undertake a formal support/advisor role to Clinical Service Coordinators in relation to an area of expertise in service co-ordination;
- Implementing important and/or influential systems used beyond own area of service co-ordination;
- Initiate, conduct, implement and/or guide a major research or systems development portfolio relevant to improved service outcomes and beyond the scope of the Clinical Service Co-ordination role;
- Undertake and/or oversee, within their span of control, some or all local resource management within the corporate administrative framework;
- Act as a consultant to the state or national health system in area of expertise;
- Present at conferences, undertake post graduate teaching and assessment and/or publish in refereed professional journals.

4.5 Health Unit to insert any local generic statements related to

- Requirements for participation in Counter Disaster activities
- Requirements related to Equal Opportunities and Occupational Health Safety and Welfare

Approved by Line Manager: _____ / /

Acknowledged by Occupant: _____ / /

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

PLEASE NOTE:

It is recommended that a **Maximum of 15 criteria only** (in total) be included in this section (ie the number of Essential and Desirable criteria combined should not exceed 15).

Educational/Vocational Qualifications (include only those listed in **Commissioner's Standard 2, Attachment C** as an essential qualification for the specified classification group)

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

- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
 - Proven ability to perform effectively under pressure and meet deadlines, whilst working under minimal supervision.
 - Demonstrated ability in the facilitation of change management.
 - Demonstrated ability to foster a workplace environment that develops staff potential.
 - Demonstrated flexibility, innovation and creativity which can be applied to the hospital setting.
 - Demonstrated ability to develop staff potential.
 - Ability to work effectively within a multidisciplinary team.
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Experience

- Registered Nurse/Midwife with at least 3 years post registration experience or currently classified as a Clinical Nurse/Midwife.
 - Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.
 - Experience in the supervision of student nurses, enrolled nurses and less experienced registered nurses.
 - Experience in management and leadership roles
 - Experience in the financial and asset management of a ward/unit.
 - Experience in the human resource management.
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Knowledge

- Understanding of the requirements of the 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.
- Knowledge of Quality Improvement Systems as applied to a hospital setting.
- Knowledge of contemporary nursing/midwifery and health care issues.

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications ((include only those listed in **Commissioner's Standard 2, Attachment C**, as an essential qualification for the specified classification group)

- Where applicable, qualifications relevant to practice setting.
 - Tertiary qualifications in nursing or human services related discipline.
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Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- 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.
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Experience

- Experience with quality improvement activities.
 - Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.
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Knowledge

- Knowledge of the South Australian Public Health System.
 - Knowledge of contemporary professional nursing/midwifery issues.
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Other Details:

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.

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"