



JOB AND PERSON SPECIFICATION

Position Title: **Advanced Nurse /Midwife Management Facilitator**

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 Management Facilitator, Level 4, Nurse/Midwives at this level, use their clinical knowledge and experience to provide a corporate support service to nursing/midwifery practice and services in areas such as staffing methodologies, recruitment and selection, human resource management, financial administration, bed and resource management, accreditation and risk management processes and information systems management.

Employees in this role accept accountability for the outcomes of nursing/midwifery management practices, for addressing inconsistencies between practice and policy, and for developing corporate team performance within a positive work culture in the interest of patient/client outcomes.

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

- Providing management support to a specific span of wards/units/programs;
- Providing management support in a specific work portfolio/s.

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 Management Facilitator:

- 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

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.

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;

- Providing, overseeing and advising on corporate management and systems services that are by complexity or breadth, demonstrably beyond the usual range; OR
- Leading a team and/or accepting accountability for a major administrative portfolio demonstrably beyond the usual range; OR
- Initiating and leading projects of significant scope and complexity such as capital works developments or major systems changes

Statement of Key outcomes and Activities (Continued)

- Integrating corporate and local service coordination to achieve continuity of patient/clients services;
- Developing customised Key Performance Indicators and/or outcomes measurement models that influence organisation wide reporting processes;

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

- Integrating corporate and local unit/ward/program human and material resource management in collaboration with Clinical Services Coordinators;
- Maintaining productive working relationships and manage conflict resolution;
- Identifying the need for, leading implementation of, and evaluating changes in organisational processes and practices in response to emerging service and workforce needs;

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;
- Using and developing or making significant adaptation to clinical and/or management information systems;
- Directly undertaking and/or overseeing a major research or evaluative project beyond the scope of the usual Management Facilitator role;

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

- Hold 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 In addition the Nurse /Midwife Management Facilitator may be required to;

- Undertake the work of a portfolio beyond the usual range for the setting, within the corporate administrative framework and delegations of responsibility;
- Where required by the organisation, provide “after hours” oversight and management of the activities of the health service including staff allocation, implementation of disaster response and recalling staff beyond the usual range of responsibility;
- Provide a support/advisor role to other Management Facilitators;

4.4 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):

- Demonstrated leadership qualities including highly developed skills in communication, problem solving, conflict resolution and negotiation.
 - Demonstrated ability to participate in and contribute to key decision making processes at a senior level.
 - Demonstrated skills in creative thinking, analysing and conceptualising problems, formulating and executing appropriate solutions and negotiating successful outcomes in an innovative and resourceful manner.
 - Demonstrated ability to work with a high degree of autonomy.
 - Demonstrated ability to communicate and work with others to influence and earn the trust and respect of relevant parties gaining co-operation and support.
 - Demonstrated highly developed report writing and oral presentation skills.
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Experience

- Experience as a leader or manager in the health care industry.
 - Experience in managing and leading complex projects
 - Experience in leading services or organisations through times of extensive change.
 - Experience in applying contemporary management processes and practices in a health care setting.
 - Experience in leading quality improvement initiatives in health care settings.
 - Experience in liaison with large numbers of staff from various multidisciplinary backgrounds.
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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):

- Skills in using computers and software relevant to the area of practice.
 - Ability to contribute to the achievement of best practice by facilitating the development and application of relevant research findings.
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Experience

- Experience with quality improvement activities.
 - Experience in facilitating health research and applying beneficial results to the area of practice.
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Knowledge

- Tertiary qualifications in nursing or human services related discipline.
 - Post graduate studies in nursing, health services management, health administration or human services relevant to the area of practice.
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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"