



JOB AND PERSON SPECIFICATION

Position Title: **Nurse and or Midwife Management Facilitator**

Classification Code: **Registered Nurse and or Midwife Level 3**

Type of Appointment:

- Ongoing
- Temporary
- Other Term

Division:

Branch:

Section:

Position Number:

Position Created:

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 Management Facilitator, Level 3, Nurse and or Midwives at this level, use their clinical knowledge and experience to provide corporate support services to nursing and or 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 and or midwifery management practices, for addressing inconsistencies between practice and policy; and for contributing to a safe and positive work culture in the interest of patient/client outcomes. Individual employees accept accountability for their specific span of control or allocated portfolio.

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.

[NB In applying this generic statement, health services should make clear which of these models is adopted for the specific role affected]

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 Nurse and or 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 and or 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 and or midwifery 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 Contributes to 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 and or midwifery and patient care procedures and practices by;

- Providing corporate support to nursing and or midwifery practice and services within the professional practice framework established by the Director of Nursing and or Midwifery;

Statement of Key outcomes and Activities (Continued)

- Integrating corporate and local service coordination to achieve continuity of patient/clients services;
- Implementing and co-ordinating processes for quality improvement and service continuity within corporate risk management and nursing and or midwifery professional practice frameworks;
- Utilising available information systems to inform decision making, evaluate outcomes and convey information to staff;
- Contributing to the development of, implementing, and monitoring corporate policies and processes;
- Changing processes and practices in accordance with emerging management needs, evaluation results and imminent systems problems;
- Undertaking the work of the portfolio within the corporate administrative framework and delegations of responsibility;

4.1.2 Contributing to the human 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;
- Where required by the organisation, providing “after hours” oversight and management of the activities of the health service including staff allocation, implementation of disaster response and recalling staff as required.

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

- Integrate 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:

- Hold a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role.

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 with the Nurses' Board of South Australia and holds a current practicing certificate.

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
- Demonstrated ability in the facilitation of change management
- Ability to prioritise workload and meet timelines
- Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.
- Demonstrated ability to foster a workplace environment that develops staff potential

Experience

- Registered Nurse and or Midwife with at least 3 years post registration experience or currently classified as a Clinical Nurse and or Midwife.
- Demonstrated competence in the relevant area of nursing and or midwifery practice in accordance with the appropriate standards of practice.
- Demonstrated experience in management and leadership roles
- Demonstrated experience in project management;

Knowledge

- Understanding of the requirements of the Nurses Act 1999, the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains and 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 and or midwifery and health care issues.
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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, midwifery 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.
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Experience

- Experience in using nursing and or midwifery and organisation management information systems
 - Experience with quality improvement activities.
 - Experience in evaluating the results of nursing and or midwifery research and integrating, where relevant, the results into nursing and or midwifery practice.
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Knowledge

- Knowledge of the South Australian Public Health System.
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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"