

## ROLE DESCRIPTION

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|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Role Title</b>                              | Clinical Coordinator                                                                                                                                                                                                                                                                                 |
| <b>Classification Code</b>                     | Registered Nurse/Midwife Level 2 (RN/M2A)                                                                                                                                                                                                                                                            |
| <b>Position Number</b>                         | P52323                                                                                                                                                                                                                                                                                               |
| <b>Local Health Network</b>                    | Eyre and Far North Local Health Network                                                                                                                                                                                                                                                              |
| <b>Hospital/ Service/ Cluster</b>              | Port Lincoln Hospital                                                                                                                                                                                                                                                                                |
| <b>Division</b>                                | Nursing/Midwifery                                                                                                                                                                                                                                                                                    |
| <b>Department/Section / Unit/ Ward</b>         | Acute Services                                                                                                                                                                                                                                                                                       |
| <b>Role reports to</b>                         | Nurse Unit Manager - Emergency                                                                                                                                                                                                                                                                       |
| <b>Role Created/ Reviewed Date</b>             | Reviewed December 2024                                                                                                                                                                                                                                                                               |
| <b>Criminal History Clearance Requirements</b> | <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups<br><input checked="" type="checkbox"/> DHS Working With Children Check (WWCC)<br><input type="checkbox"/> NDIS Worker Check<br><a href="#">Please click here for further information on these requirements</a> |
| <b>Immunisation Risk Category</b>              | Category A (direct contact with blood or body substances)<br><a href="#">Please click here for further information on these requirements</a>                                                                                                                                                         |

## ROLE CONTEXT

### Primary Objective(s) of role:

Provide nursing and/or midwifery services in a variety of health service settings which has been consolidated by experience and/or further study with staff at this level developing from competent to proficient practitioners.

Accepts accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Provide support to the Nursing/Midwifery Nurse/Midwife Unit Manager or equivalent in the leadership of nurses/midwives in the ward/unit/service.

Employees in this role will undertake a portfolio within which they will:

- > Promote continuity and consistency of care in collaboration with other AN/MUM and the Nurse/Midwife Unit Manager or equivalent.
- > Assist the Nurse/Midwife Unit Manager or equivalent in the implementation of practice changes; and
- > Assist the Nurse/Midwife Unit Manager or equivalent in undertaking ward/unit/service management responsibilities, e.g. Performance management processes, recruitment, staffing, leave management, rostering, work allocation and attendance management, financial and supplies planning and monitoring.

### Direct Reports:

- > Senior and Junior Nursing and Midwifery employees on any given shift

**Key Relationships/ Interactions:**Internal

- > The Associate Nurse/Midwife Unit Manager maintains a close working relationship Clinical Nurse/Midwife (Level 2) and supports the role of the Nursing/Midwifery Unit Manager.
- > The Associate Nurse/Midwife Manager maintains a close and collaborative working relationship with the DON&M/On call NUM as required in the After Hours role and as required per responsibilities set down in the role.
- > 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.

External

- > Maintains relationships with non-government organisations or other government organisations.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Maintaining contemporary, implementation of / and monitoring evidence based practice and quality management initiatives consistent with organisational policies/goals and procedures
- > Dealing appropriately and relevantly with patients and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.
- > Demonstrable of a global overview of resource management that is effective and equitable for the purpose of safe and effective patient care in the hospital setting.

**Delegations:**

- > There are no financial or human resource delegations associated with this position

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and EFN LHN 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) - maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act 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
- > Comply with all SA Health, EFNLHN and workplace Policies, Procedures, Guidelines, and Standards.
- > The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.
- > SA Health Respectful Behaviour (including management of bullying and harassment) Policy.
- > 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)

**Confidentiality and 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.

**Cultural Statement:**

The Eyre and Far North Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge, and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**Special Conditions:**

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

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > NDIS Worker Screening Check must be renewed every 5 years thereafter from date of issue
- > The position is primarily located at Port Lincoln but the incumbent maybe required to work from other sites within EFNLHN area.
- > Must be an Australian Resident or hold a current working visa.
- > Current driver's license and willingness to drive.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > 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.
- > The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, EFNLHN will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does not apply to existing LHN employees with continuous employment within the LHN which commenced prior to 1 October 2016.

## Key Result Area and Responsibilities

| Key Result Areas                           | Major Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Direct/indirect patient/client care</b> | <ul style="list-style-type: none"> <li>&gt; Provide proficient, person centred, clinical nursing/midwifery care and/or individual case management to patients/clients in a defined clinical area;</li> <li>&gt; Monitoring patient/client care plans to ensure appropriate care outcomes are achieved on a daily basis;</li> <li>&gt; Oversee the provision of nursing/midwifery care within a team/unit.</li> </ul>                                                 |
| <b>Support of health service systems</b>   | <ul style="list-style-type: none"> <li>&gt; Assists and supports the Nurse/Midwife Unit Manager or equivalent in management, clinical, and education activities.</li> <li>&gt; Plan and coordinate services including those from other disciplines.</li> <li>&gt; Act to resolve local and/or immediate nursing/midwifery care or service delivery problems.</li> <li>&gt; Support change management processes.</li> </ul>                                           |
| <b>Education</b>                           | <ul style="list-style-type: none"> <li>&gt; Participate in clinical teaching, overseeing learning experience, and goal setting for students, new staff and staff with less experience.</li> <li>&gt; Assist the Nurse/Midwife Unit Manager and Nurse/Midwife Educators to maintain a learning culture by being a resource person, encouraging reflection and professional development, and assisting others to maintain portfolios/records of learning.</li> </ul>   |
| <b>Research</b>                            | <ul style="list-style-type: none"> <li>&gt; Participate in clinical auditing, clinical trials and/or evaluative research.</li> <li>&gt; Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes.</li> <li>&gt; Assist the Nurse/Midwife Unit Manager or equivalent to maintain and record monitoring and evaluative research activities in the ward/unit.</li> </ul> |
| <b>Professional leadership</b>             | <ul style="list-style-type: none"> <li>&gt; Promote continuity and consistency of care in collaboration with the Nurse/Midwife Unit Manager or equivalent of the ward/unit/service.</li> <li>&gt; Provide shift by shift leadership in the provision of nursing/midwifery care within a team or unit and facilitate patient flow.</li> <li>&gt; Act as a resource person within an area based on knowledge, experience, and skills.</li> </ul>                       |

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENT**

#### **Educational/Vocational Qualifications**

- > Registered or eligible for registration as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.
- > 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:**

- > Effective communication, problem solving, conflict resolution and negotiation skills.
- > Ability to work effectively within a multidisciplinary team.
- > Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.
- > Ability to be creative, innovative, and flexible when approaching issues within the healthcare setting.

#### **Experience**

- > Registered Nurse/Midwife with at least 3 years post registration experience or currently classified as a Clinical Nurse/Midwife.
- > Experience in the use of computer packages e.g. Microsoft Word, Excel.
- > 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.

#### **Knowledge**

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of Quality Improvement Systems as applied to a health care setting.
- > Knowledge of contemporary professional nursing/midwifery and health care issues.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Where applicable, qualifications relevant to practice setting.
- > Tertiary qualifications in nursing or human services related discipline.

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

- > 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.

### **Experience**

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

### **Knowledge**

- > Knowledge of the South Australian Public Health System.

## ORGANISATIONAL CONTEXT

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### Organisational Overview:

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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.

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### Our Legal Entities:

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SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

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### SA Health Goals and Strategies:

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The achievement of key SA Health goals, directions and strategies are articulated within the following:

- > South Australian Health and Wellbeing Strategy 2020-2025
- > State Public Health Plan 2019-2024
- > SA Health Strategic Clinical Services Plan 2021-2031
- > SA Mental Health Services Plan 2020-2025
- > SA Health Clinical Services Capability Framework

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### Eyre and Far North Local Health Network:

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Our Local Health Network (LHN) is responsible for the planning and delivery of hospital and health services over 337,626 square kilometres, taking in the Eyre Peninsula, western part of South Australia and north of Coober Pedy. It supports approximately 40,000 people.

Services provided within the Eyre and Far North region include accident and emergency, day and inpatient surgery, Aboriginal health, mental health, obstetric services, chemotherapy, renal dialysis, community and allied health, and aged care and disability services.

We have Health facilities located within Port Lincoln, Tumby Bay, Cummins, Lock, Elliston, Streaky Bay, Wudinna, Kimba, Cleve, Cowell, Ceduna and Coober Pedy.

The health units within the Eyre and Far North LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

## VALUES

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### EFNLHN Values

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#### 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.

#### EFNLHN Values

The values of EFNLHN express the type of conduct required by our employees to further our vision to be a trusted provider of accessible, responsive, and innovative health, disability, and aged care services to support the wellbeing of our diverse communities.

| Accountability                                                      | Connected                                                          | Respect                                                            | Caring                                                                 |
|---------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------|
| ✓ We value taking responsibility for all that we do                 | ✓ We value being part of our local community and our LHN community | ✓ We value every individual and their uniqueness                   | ✓ We value providing compassionate care to those who need it           |
| ✓ We value acting with integrity when striving to achieve our goals | ✓ We value listening and collaborating with others                 | ✓ We value being considerate and kind to ourselves and others      | ✓ We value putting our consumers at the centre of everything we do     |
| ✓ We value following through on what we say we will do              | ✓ We value two-way communication                                   | ✓ We value the diversity of our communities and the people in them | ✓ We value taking the time to understand our consumers and their needs |

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### Code of Ethics

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As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.

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## Aboriginal Health

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SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

### Approvals

#### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: \_\_\_\_\_

Role Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### 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: \_\_\_\_\_