**ROLE DESCRIPTION**

<table>
<thead>
<tr>
<th>Role Title:</th>
<th>Associate Nurse Unit Manager (A/NUM) OS Adaire Clinic Team B, CMHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Code:</td>
<td>Registered Nurse/Midwife Level 2</td>
</tr>
<tr>
<td>LHN/ HN/ SAAS/ DHA:</td>
<td>Southern Adelaide Local Health Network (SALHN)</td>
</tr>
<tr>
<td>Hospital/ Service/ Cluster</td>
<td>Flinders Medical Centre (FMC), Noarlunga Health Service (NHS)</td>
</tr>
<tr>
<td>Division:</td>
<td>SALHN Mental Health Services (MHS)</td>
</tr>
<tr>
<td>Department/Section / Unit/ Ward:</td>
<td>Outer South (OS), Adaire Clinic Team B, Community Mental Health Team (CMHT)</td>
</tr>
<tr>
<td>Role reports to:</td>
<td>OS Adaire Clinic Team B, Nurse Consultant, Professional OS Adaire Clinic Team B, Team Manager, (Multi-classed Position), Operational OS Adaire Clinic Team B, Clinical Coordinator, (Multi-classed Position), Clinical</td>
</tr>
<tr>
<td>Role Created/ Reviewed Date:</td>
<td>June 2017</td>
</tr>
<tr>
<td>Criminal History Clearance Requirements:</td>
<td>☑ Aged (NPC) ☑ Child- Prescribed (DCSI) ☑ Vulnerable (NPC) ☑ General Probity (NPC)</td>
</tr>
</tbody>
</table>

**ROLE CONTEXT**

**Primary Objective(s) of role:**

Employees classified at this level provide nursing services in a variety of health service settings which has been consolidated by experience and/or further study. Staff working at this level develops from competent to proficient practitioners. Work at this level is undertaken by employees with at least 3 years post registration experience. An employee at this level accepts accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Employees classified at this level provide support to the Team Manager (Advanced Nursing Unit Manager (ANUM, (Multi-classed position))) or equivalent, Nurse Consultant and the Nurse Unit Manager (Clinical Coordinator, multi-classed position) or equivalent in the leadership of nurses in the Community Mental Health Team (CMHT).

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

- Promote continuity and consistency of care in collaboration with other A/NUM’s and the Team Manager (Advanced Nursing Unit Manager (ANUM), Multi-classed position) or equivalent, Nurse Unit Manager (Clinical Coordinator, multi-classed position) or equivalent and/or Nurse Consultant;
- Assist the Team Manager (Advanced Nursing Unit Manager (ANUM), Multi-classed position) or equivalent, Nurse Unit Manager (Clinical Coordinator, multi-classed position) or equivalent and/or Nurse Consultant in the implementation of practice changes; and
- Assist the Team Manager (Advanced Nursing Unit Manager (ANUM), Multi-classed position) or equivalent, Nurse Unit Manager (Clinical Coordinator, multi-classed position) or equivalent and/or Nurse Consultant in undertaking ward/unit/service management responsibilities, eg. Performance management processes, recruitment, staffing, leave management, rostering, work allocation and attendance management; financial and supplies planning and monitoring.

**Direct Reports:**

- RN1 (Support Plan in the CMHT’s)
- Student Nurses

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### Key Relationships/ Interactions:

**Internal**
- The Associate Nurse Unit Manager maintains a close working relationship with Clinical Nurse (Level 2) and supports the role of the Team Manager (Advanced Nursing Unit Manager (ANUM) Multi-classed position) or equivalent, Nurse Unit Manager (Clinical Coordinator, multi-classed position) or equivalent and/or Nurse Consultant.
- Maintains cooperative and productive working relationships with all members of the health care team.
- Supports and works collaboratively with less experienced members of the nursing team and all students and less experienced staff working within the multi-disciplinary team.
- Accepts direction from the Clinical Coordinator for clinical workflow.
- Accepts direction from the Clinical Lead Consultant in care planning, diagnostic ambiguity and when conflicting clinical opinion are affecting ongoing consumer care.

**External**
- Maintains relationships with non-government organisations or other government organisations.

### Challenges associated with Role:

Major challenges currently associated with the role include:
- Keeping up to date with, implementing and monitoring evidence based practice and quality management initiatives consistent with organisational policies and within the Recovery Strategies
- Dealing appropriately and relevantly with Mental Health Consumers, their families and care providers 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 in order to provide specific Mental Health nursing care

### Delegations:

- NIL

### 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, Nursing Strategic Plans 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.
- Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children’s Protection Act 1993 (Cth) – ‘Notification of Abuse or Neglect’.*
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*
- *SA Information Privacy Principles*
- 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
- All SA Health/LHN/SAAS policies, procedures and standards that relate to the role including but not limited to:-
  - Housing SA MOU
  - South Australian Civil Administrative Tribunal (SACAT)

# 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:**

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic and/or family violence can have on the lives of those who experience abuse and SALHN is committed to supporting employees who experience domestic and/or family violence by providing a workplace environment which provides flexibility and supports their safety. 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:**

*N.B Reference to legislation, policies and procedures includes any superseding versions*

- Meet immunisation requirements as outlined by the Immunisation Policy Directive for Health Care Workers in South Australia 2014 *specific to the role*
- 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 Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the Children’s Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for ‘Prescribed Positions’ under the Children’s Protection Act 1993 (Cth) or ‘Approved Aged Care Provider Positions’ as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- 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.
- Must possess a current unrestricted South Australian drivers licence and be willing to drive.
- Is required to travel between locations and work within a consumer’s own environment within the metropolitan region.
- Some out of hours work may be required.
- May be required to undertake a health assessment prior to commencement in order to perform community mental health duties.
- Works Monday to Friday
- May be required to assume responsibilities as delegated by the Nursing Director and/or the Sector Manager for specific relevant functions.
### Key Result Areas and Responsibilities

<table>
<thead>
<tr>
<th>Key Result Areas</th>
<th>Major Responsibilities</th>
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| Direct/indirect patient/client   | Provide proficient, person centred, clinical nursing care and/or individual case management to patients/clients in a defined clinical area;  
| care                             | Monitoring patient/client care plans to ensure appropriate care outcomes are achieved on a daily basis;  
|                                  | Oversee the provision of nursing care within a team/unit.  
|                                  | Contribute to the effective management of human, financial and physical assets within the unit through appropriate planning and allocation of resources.  
|                                  | Lead, develop and foster a positive work culture which is based on SA Health’s values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.                                                                                                                                                                                                 |
| Support of health service        | Assists and supports the Nurse Unit Manager (Clinical Coordinator), Nurse Consultant, Team Manager or equivalent in management, clinical, and education activities;  
| systems                          | Plan and coordinate services including those from other disciplines;  
|                                  | Act to resolve local and/or immediate nursing care or service delivery problems;  
|                                  | Support change management processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Education                        | Participate in clinical teaching, overseeing learning experience, and goal setting for students, new staff and staff with less experience;  
|                                  | Assist the Nurse Unit Manager (Clinical Coordinator), Nurse Consultant, Team Manager and Nurse 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.                                                                                                                                                                                                 |
| Research                         | Participate in clinical auditing, clinical trials and/or evaluative research;  
|                                  | Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes;  
|                                  | Assist the Nurse Unit Manager (Clinical Coordinator), Nurse Consultant, Team Manager or equivalent to maintain and record monitoring and evaluative research activities in the ward/unit.                                                                                                                                                                                                                                                                                  |
| Professional leadership          | Promote continuity and consistency of care in collaboration with the Nurse Unit Manager (Clinical Coordinator), Nurse Consultant, Team Manager or equivalent of the ward/unit/service;  
|                                  | Provide shift by shift leadership in the provision of nursing care within a team or unit and facilitate patient flow;  
|                                  | Act as a resource person within an area based on knowledge, experience and skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

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 AND
> Holds a qualification in mental health practice.

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
> Ability to work collaboratively with consumers, carers, other agencies and inpatient and community services
> Ability to coordinate comprehensive service provision for consumers who have complex needs
> Demonstrated competency and proficiency in clinical skills appropriate to the area (individual counselling skills)
> Knowledge and experience of evidence based theoretical frameworks relevant to Community Mental Health, Brief Solution Focused Therapy, Trauma Informed Care, Connecting with People
> Demonstrated ability to plan, implement and evaluate comprehensive mental health care
> Skills in using computers and software relevant to the area of practice

Experience

> Registered Nurse with at least 3 years post registration experience or currently classified as a Clinical Nurse
> Demonstrated experience and competence in Mental Health nursing practice in accordance with the appropriate standards of practice (AHPRA RN Competencies, National Practice Standards for the Mental Health Workforce, 2013)
> Experience in the supervision of student nurses, enrolled nurses and less experienced registered nurses
> Experience in development and maintenance of therapeutic working relationships with clients having enduring and severe disability and complex needs, and their carers
> Experience in collaborative development, implementation and monitoring of planned interventions for clients with complex living skill needs.
> Successful participation in a multidisciplinary team environment
> Experience in leadership and management roles
> Experience working with mental health consumers who have complex psychiatric illnesses and comorbidities

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 mental health nursing and health care issues
> Familiarity with aspects of medication management including knowledge of relevant medications, indications, common dosages, side-effects, special precautions, drugs of abuse
> Knowledge and understanding of evidenced based assessment, treatment and care specific to the area of practice
DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

> Where applicable, qualifications relevant to community mental health service
> Tertiary qualifications in nursing (Masters Level).

Personal Abilities/Aptitudes/Skills

> Ability to work within a team framework that fosters an environment that develops staff potential.
> Ability to coordinate and/or provide professional clinical supervision, training and education to staff

Experience

> Experience with quality improvement activities.
> Experience in evaluating the results of nursing research and integrating, where relevant, the results into nursing practice.
> Experience working with mental health consumers who suffer with complex psychiatric illnesses and co-morbidities

Knowledge

> Knowledge of the South Australian Public Health System.
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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women’s and Children’s Health Network, Country Health SA Local Health Network and SA Ambulance Service.

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.

Health Network/ Division/ Department:
The OS Adaire Clinic Team B, Community Mental Health Team provides a range of clinical services to a defined population including assessment, crisis intervention, assertive care, clinical support, psychological therapies, Care Coordination and other interventions. Consumers move between different functions of the team as their needs change.

All members of the team have a range of skills and experience. All clinical staff has a core set of skills e.g. clinical assessment, risk assessment and care planning as well as their discipline specific skills. Staff are expected to be competent across all streams. The delivery of a particular intervention/therapy may be a specialised skill. All staff are required to work in accordance with the guiding principles of the National Practice Standards for the Mental Health Workforce.

The Associate Nurse Unit Manager (A/NUM) coordinates the care of an assigned group of clients with mental health disorders and provides:
- Comprehensive assessments, recovery focused treatment, care planning and relapse prevention planning, in the community in the person’s own home in the least restrictive environment
- Risk assessment and risk mitigation, for issues including; suicide and homicidal ideation
- Provides therapies and support to clients of evidence based nursing clinical practice
- Works in collaboration with clients their carer’s, families and other care providers and GP’s
- Collaboration with and participation in a multidisciplinary team, by providing nursing expertise
- Provides support to clients, carer’s and other staff with advance knowledge of physical health comorbidities that may be impacting on and contributing to the clients MH issues
- Provides support to clients, carer’s and other staff with advance knowledge of psychotropic medications, this may include the administration of depot medication, monitoring of side effects, interactions and compliance issues
- Has an extensive working knowledge of community services and government agencies involved in the provision of care to people in the community with a mental illness
- Participate in and prepare application and reports associated with: mental health orders, SACAT applications and orders for other government agencies as required
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: