

August 17

Nurse Unit Manager

Boort District Health

PO BOX 2

BOORT, VICTORIA, 3537

employment@bdh.vic.gov.au

www.bdh.vic.gov.au

Background

Vision

To enrich the health and wellbeing of the community

Our Role

To deliver quality, flexible and responsive health and care services to the community.

Our Values

Services are client focused

Be an advocate for our clients/residents/patients,

All information relating to persons and the organisation will be treated as confidential.

Through impartiality, the rights and choices of people are respected

All decisions will be made objectively considering all relevant and known facts.

All people will be treated equally and fairly, recognising individual abilities.

Accountability is demonstrated through our actions

Carry out work practices in a responsible and ethical manner,

Actively support and communicate with members of the team; share knowledge and achievements,

Actively encourage a workplace free from bullying, harassment and discrimination,

Promote a culture of learning; encourage and implement innovation within the workplace.

Care and services are delivered in a manner which demonstrates integrity

Maintain a sense of humour, warmth and tolerance in our dealings with all people,

Perform work in a courteous, efficient and professional manner,

Respect, support and value work colleagues,

Recognise and support other people's differences.

Health Service Overview

BOORT DISTRICT HEALTH PROVIDES A COMPREHENSIVE RANGE OF MULTIDISCIPLINARY HEALTH CARE SERVICES TO THE BOORT AND WIDER COMMUNITY.

ACUTE SERVICES

7 single, ensuite acute beds are provided, including one (1) Transitional Care Program (TCP) bed based bed and a family room with courtyard. Admission to our acute services is through the Visiting Medical Officers.

URGENT CARE CENTRE

Boort District Health Urgent Care Centre offers two (2) urgent care trolleys and one (1) treatment room, 24 hours a day, 7 days a week. This service is supported by an on call system coordinated by St Anthony Family Medical Practice.

RESIDENTIAL AGED CARE

Boort District Health operates twenty five (25) permanent residential aged care rooms, all with individual ensuite facilities to residents with both low and high care needs.

ORAL HEALTH SERVICES

Public and private oral health services are offered to the community. Within the public program, outreach services are offered to other towns. The service includes a preventative program to children and schools as well as oral health service to residents in care.

COMMUNITY AND HOME BASED CARE

Outreach community support programs are coordinated by Boort District Health. They include Meals on Wheels, District Nursing, TCP and Planned Activity Groups including exercises, craft and art and community wellbeing programs.

PRIMARY CARE SERVICES

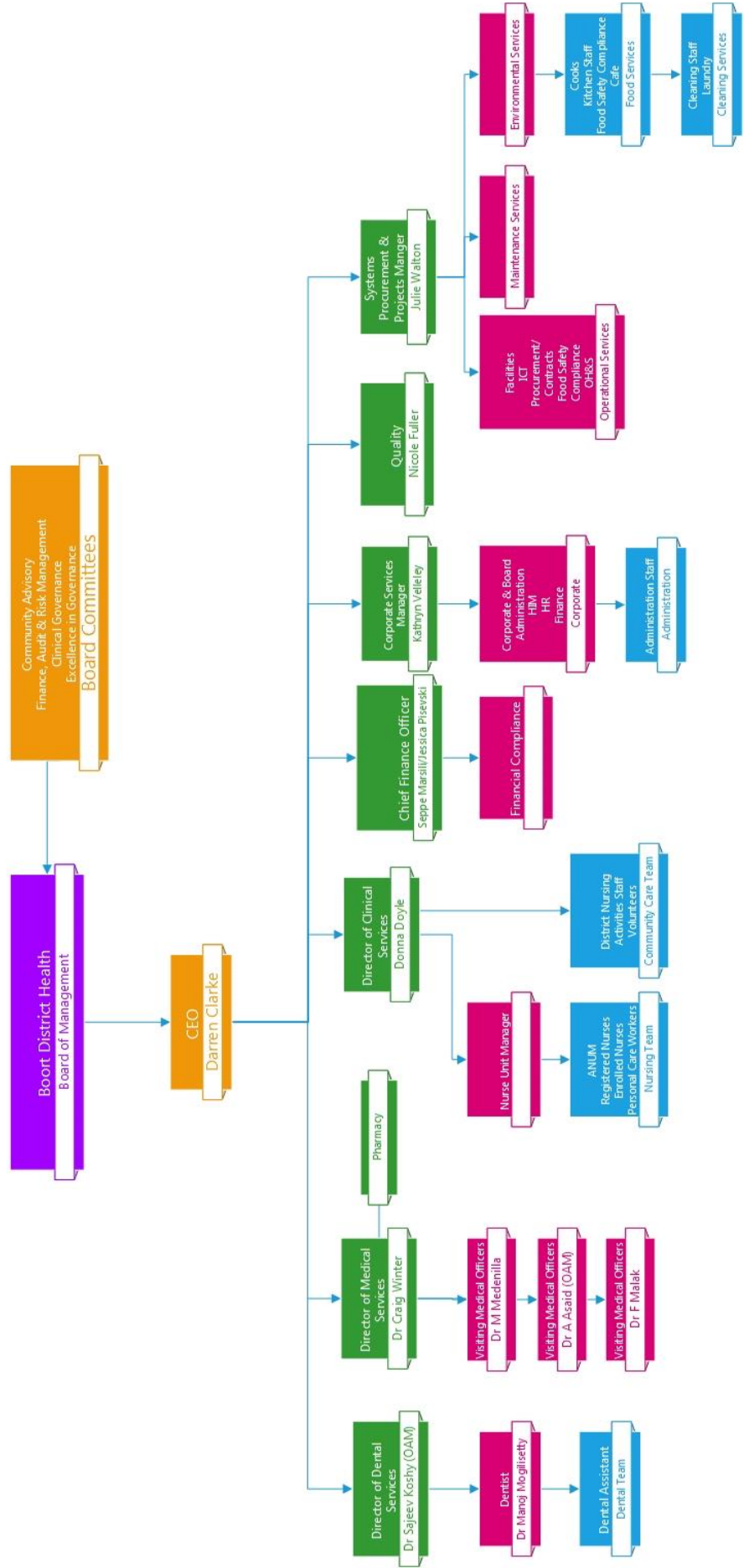
A number of Allied Health services are facilitated within Boort District Health including Physiotherapy, Podiatry, Health Education and Health Promotion.

SPANNER CAFÉ

The Spanner Café operates in a small area located between reception, urgent care and the hospital kitchen. The spanner café is the communal Hub of the Health Service a place for residents, patients, clients, visitors and community to catch up over a cup of tea or coffee, or enjoy a delicious lunch prepared by our Café staff.

Organisation Structure

Boort District Health Organisation Chart - June 2017



The Role

The Nurse Unit Manager oversees all aspects of the operation of nursing care within the health service.

The Nurse Unit Manager has a responsibility to ensure the safety and quality of care to all Boort District Health (BDH) clients, residents, patients, staff, visitors, contractors, agency staff, students and volunteers. In supporting the implementation of the Clinical Governance Framework across the organisation the Nurse Unit Manager will clearly articulate this by modelling behaviour that supports the organisations commitment to safety and quality and person centred care.

Key Responsibilities

Demonstrated experience and understanding of the need for continuation of both personal & professional development

Evidence of positive feedback and consumer satisfaction.

Through the use of BDH processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

Department is managed within budget

Demonstrated knowledge and application of the skills required for this position.

This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.

Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of BDH.

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Required Attributes

Essential

- Understanding rostering principles and relevant EBA provisions.
- Bachelor's Degree in Nursing or equivalent.
- Registered or eligible for registration as a Nurse by the Nursing and Midwifery Board of Australia, and hold or be eligible to hold a current practicing certificate, with at least 5 years post registration experience.
- Demonstrated competence in the relevant area of nursing practice in accordance with the appropriate standards of practice.
- Participative management style. Capacity to lead, foster and develop a working environment which actively promotes a collaborative performance and values based culture.
- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
- Experience in the supervision of student nurses, enrolled nurses and less experienced registered nurses.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload and meet set timelines.
- Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.
- Knowledge of Quality Improvement / Accreditation systems as applied to acute and residential aged care settings.
- Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- Knowledge of contemporary professional nursing and health care issues.
- Understanding rostering principles and relevant EBA provisions.

Desirable

- Postgraduate qualifications or experience in acute care, management and/or gerontology nursing.
- Innovative skills in program delivery, particularly in relation to clinical services in a rural environment.
- Experience of financial management including budgetary control.
- Experience of leading a team and managing people effectively to achieve required outcomes and results.
- Demonstrated ability in the facilitation of change management.
- Demonstrated ability to foster a workplace environment that develops staff potential.
- Kronos rostering experience.

Key Selection Criteria

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KSC 1

Clinical leadership qualities and the skills to lead and manage a team.

KSC 2.

Ability to set goals and standards and regularly meet with staff to set goals for ongoing improvement.

KSC 3.

Oversee and manage the budget, including rosters, supplies and other expenses.

KSC 4.

Provision of mentoring role for nurses and personal care workers.

KSC. 5

High level communication, written and verbal skills and proven ability to be able to liaise and work in a multidisciplinary team.

KSC 6.

Thorough knowledge and experience in quality improvement processes and understanding of the National Safety and Quality Health Service Standards (NSQHS) and Australian Aged Care Quality Agency (AACQA) Aged Care Accreditation Standards.

KSC 7.

Responsibility for staffing, employee satisfaction, safety and quality and customer satisfaction.

KSC 8.

Commitment to ongoing professional development.

Remuneration

Remuneration is consistent with the Nurses and Midwives (Victorian Public Health Sector) Enterprise Agreement 2016 – 2020

Classification – Nurse Unit Manager – Year level is dependent upon experience.

Salary band - \$97,214 – \$101,904 pa

What we offer:

- Generous Salary Packaging benefits
- Superannuation 9.5%
- Professional Development opportunities

Closing Date:

COB Friday 22nd September 2017

Contact:

For further details please visit: <http://bdh.vic.gov.au/careers/job-alert.html>

or contact Donna Doyle, Director of Clinical Services on

(03) 5451 5200 or Donna.Doyle@bdh.vic.gov.au

Applications for the above position must submit

- covering letter,
- statement addressing each of the selection criteria
- current resume
- three professional referees:

Address to:

Email: Employment@bdh.vic.gov.au

Mail:

Private & Confidential,
Position Vacant
Corporate Services Manager
Boort District Health
PO Box 2
BOORT VIC 3537