

Position Description

ASSOCIATE NURSE UNIT MANAGER

Vision: To be a leading sustainable rural health service that provides high-quality, accessible patient centred care to our community

NAME _____	
REPORTS TO	Nurse Unit Manager Department: Clinical Services
AREA OF RESPONSIBILITY	The Associate Nurse Unit Manager (ANUM) is an integral member of the management team, working to support the Nurse Unit Manager in an effective, high quality and financially efficient service. To ensure the delivery of quality person centred care in an efficient clinical environment. On an afterhours basis the ANUM regularly assumes the Grade 5 in charge role
ESSENTIAL	• Bachelor's degree in Nursing or equivalent • Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse • Behavioural qualities reflecting BDH core Values
DESIRABLE	• Post graduate qualification in acute, geriatric, rehabilitation or similar. • Demonstrate management and leadership capabilities • Well-developed communication, interpersonal skills
SAFETY AND QUALITY	The Associate Nurse Unit Manager has a responsibility to ensure the safety and quality of all BDH clients and residents by participation and adherence to the BDH Quality and Safety program. The ANUM will; • Demonstrate a sound knowledge of BDH's Risk Management policies and procedures, and be able to recognise risks and report any identified risks while performing day to day duties. • Model behaviour that supports the organisations commitment to safety, quality and person centred care. • Provide leadership, promote and be a positive role model and actively partner with staff in evidence based practice
CLASSIFICATION	ANUM Yr. 1-2 or as rostered in charge after hours the RN Grade 5 classification in accordance with the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 -2028
HOURS OF WORK	As per contract

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CORE VALUES	Impartiality <i>All decisions will be made objectively considering all relevant and known facts</i> <i>All people will be treated equally and fairly, recognising individual abilities</i> <i>Client focus</i> <i>Be an advocate for our clients</i> <i>All information related to persons and BDH will be treated as confidential</i> <i>Demonstrates personal standards of consistency, tolerance and patience</i> Accountability <i>Carryout work practices in a responsible and ethical manner</i> <i>Actively support and communicate with members of the team</i> <i>Share knowledge and achievements</i> <i>Actively encourage a workplace free from bullying, harassment and discrimination</i> <i>Promote a culture of learning; encourage innovation in the workplace</i> <i>Monitors the impact of one's own behaviour on others</i> <i>Shows excellence in best practice and adheres to BDH policies and procedures</i> <i>Works with a team focus</i> Integrity <i>Maintain a sense of humour, warmth and tolerance and is truthful</i> <i>Perform work in a courteous, efficient and professional manner</i> <i>Respect, support and value work colleagues</i> <i>Recognise and support other people's differences</i> <i>Supports a "no blame" culture in reporting incidents and helping to resolve them</i>
KEY SELECTION CRITERIA	KSC 1 Leadership qualities and ability to lead and manage a team KSC 2. Sound clinical knowledge and expertise in nursing practice relevant to a small rural health nursing practice KSC 3. Ability to supervise and support junior staff in developing professionally KSC 4. Proven time management and prioritisation skills KSC. 5 High level communication skills both written and verbal 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 Aged Care and Australian National Quality Health Standards KSC 7. Evidence of a commitment to ongoing professional development KSC 8. Good understanding and adherence to the principles underpinning person centred care.

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SPECIFIC FUNCTIONS AND REPSONSIBILITIES	
Key Responsibility Area 1	DESCRIPTION
Personal & Professional Development <i>Demonstrated experience and understanding of the need for continuation of both personal & professional development.</i>	• Maintain current registration with AHPRA as a Registered Nurse. • Maintain own clinical expertise through ongoing relevant professional development and promotes professional development amongst the clinical team. • Develop expertise in the assigned clinical portfolio • Demonstrate active participation in the annual performance appraisal process and conducts performance appraisals with staff as assigned by the NUM. • Develops performance plans for staff in consultation with the NUM to address any identified deficits. • The ANUM sets the clinical standards to delivering quality person centred care which fosters and maintains a learning environment for all staff. • Actively participates in the supervision and orientation of students and new staff. • Attend monthly accountability meeting.
Key Responsibility Area 2	DESCRIPTION
Customer Service <i>Evidence of positive feedback and consumer satisfaction.</i>	• Exhibits a commitment to clinical excellence that is based on the delivery of person centred care. • Ensure all stakeholders are educated to recognise the health needs of the patient/resident/client which encourages self care and promotes independence. • Monitors consumer concerns, assists with the resolution and refers the matters to the NUM as required. • Act as a resource for staff (nursing, medical and others), patients and their families by promoting supportive relationships based on person centred care. • Effectively communicate between the client/resident/patient, carers and other health professionals in a sensitive and professional manner. • Works to maintain the highest level of confidentiality on all issues relating to the organisation, residents/patients/clients and colleagues. • Demonstrated commitment to ensuring all women, men, people from diverse cultural experiences, including Aboriginal and Torres Strait Islander people, class positions and social circumstances, sexual orientations, health and illness conditions are treated appropriately according to their specific needs. • Participate in bedside handover ensuring patient involvement.

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Key Responsibility Area 3	DESCRIPTION
Administration & Documentation <i>Through the use of BDH processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i> <i>Department is managed within budget</i>	• Demonstrated ability to assume all in charge responsibilities in the absence of the NUM and Director of Clinical & Community Services (DCCS). • Delegate appropriate duties to staff consistent with their roles, responsibilities, experience and scope of practice. • Ensure all Nursing care and Medical orders are implemented. • Ensure a comprehensive assessment is made of each patient/client/resident admitted to BDH which includes identifying that person's physical, and psycho social needs / problems. • Ensure individual care plans are prepared for all residents/patients/client in consultation with the patient/resident/client, their carer's and other health professionals. • Actively participate in the Discharge Planning Process, to ensure continuation of quality care and services. • Oversee the documentation required for optimal ANAC returns and other funding streams as they arise. • Assists in the development of clinical policies and procedures in line with current best practice. • Demonstrated ability Demonstrated ability to accurately estimate resource requirements for particular tasks. • Raises resource issues in a constructive and solution-focused way manner. • Ensure care is based on person centred care that has shared decision making taking into account consumer health literacy.
Key Responsibility Area 4	DESCRIPTION
Technical Skills and Application <i>Demonstrated knowledge and application of the skills required for this position.</i> <i>This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.</i>	• The ANUM works with the NUM to manage staffing resources across the department. • Assists with the monitoring and analyses of patient incidents and accidents. • Promotes self management principals and prioritised the care of chronic disease clients/patients/residents. • Ensure all care is delivered and evaluated in a person centred manner in accordance with the Health services Policies and Procedures. • Understanding of the BDH organisational structure in relation to scope of authority. • Clear understanding of the roles and responsibilities of all staff in relation to scope of practice. • Be conversant with the Commonwealth Government's accreditation standards and ensure that the nursing team is continuously working towards all aspects of these standards across all clinical areas. • Take responsibility for the assigned clinical portfolio, ensuring regular communication with the NUM. Be responsible for updating professional knowledge and providing education annually to staff as per the portfolio calendar. • Ensure staff is familiar with all emergency equipment, policies and procedures, in particular Cardiac Arrest procedures. Assist with training as required. • Be conversant with the Australian Triage Scale and its application to BDH. • Demonstrate advanced clinical skills including ○ ECG, IV Cannulation, Venepuncture and Assessment/care planning skills, BLS and ALS

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Key Responsibility Area 5	DESCRIPTION
Teamwork & Communication <i>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.</i>	- Clearly and confidently communicates with people at all levels of the organisation. - Liaise with Visiting Medical Staff, and other Health Professionals. - Works to resolve issues of conflict within the nursing team in a fair and diplomatic manner that reflects BDH policies and is in line with the Victorian Public Hospitals Code of Conduct, Expected Behaviours, Mission and Vision statements. - Participate in staff orientation, education and development as required. - Demonstrate leadership amongst the clinical team by providing clear direction achieving team goals. - Promote the Know Better, Be Better campaign.
Key Responsibility Area 6	DESCRIPTION
Quality / Safety and Risk Management <i>Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety and risk management system.</i> <i>Act in accordance with all relevant external legislation and internal BDH policies and procedures that relate to this position and the organisation.</i>	Understand the importance of the quality and safety system at BDH and assume responsibility for the delivery of the system through; - Active participation in quality improvement activities. - Where appropriate assist the Nurse Unit Manager to develop and implement effective measures for the management of risk. - Actively participate in staff meetings and professional development programs - Demonstrated knowledge of the Fire Safety and Evacuation Procedure with the ability to assume the role of Chief Warden in the absence of the DCCS and NUM. - Working knowledge of the BDH Infection Control, OH&S and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team. - Attends to mandatory training - Mentors students and new staff - Skills to be competency assessed by attending face-to-face education or on-line education. - Actively shows participation in change management

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The ANUM performance will be monitored against the following indicators:	
1. Evidence that comprehensive nursing care is provided which is consistent with a patients/residents care planning 2. Documentary evidence of monitoring, evaluation and actions arising when reviewing care goals for the Patient/Resident. 3. Best practice is being delivered and documented in patient/resident records 4. Proof of promotion, leadership and team work on actions supportive of BDH maintaining accreditation under the Aged Care and National Safety and Quality Health Standards 5. Substantiation of leading the responsibility for at least one portfolio for a nominated standard of the National Safety and Quality Health Standards 6. Verification of the provision of a positive work place environment that shows professional conduct and communications with other health stakeholders (especially with VMO's, Pharmacist's and allied health practitioners.) 7. Active engagement, oversight and involvement in ACFI processes, systems and documentation. 8. Achievement of duties as assigned by the Nurse Unit Manager	
Actively participates in role modelling above the line behaviours supporting the team to bring behaviours above the line.	
Services are client focused	• Having the courage to question what we do • Determined to do the best job you can • Striving continuously to innovate and improve • Being professionally and enthusiastic • Maintaining client focus
Through impartiality, the rights and choices of people are respected	• Showing compassion to all • Demonstrating empathy and understanding at all times • Working as a team and mentoring others • Providing encouragement to others • Ensure commitment to Child Safe Standards.
Accountability is demonstrated through our actions	• Maintaining confidentiality and privacy at all times • Listening to others and accepting differences • Being punctual • Responding courteously • Greeting all people by saying hello, smiling, introducing yourself, being culturally sensitive • Demonstrating consistency in decision making • Treating people equally being considerate and understanding • Being collaborative and collegiate
Care and services delivered in a manner which demonstrates integrity	• Being honest • Leading by example • Being responsible and accountable for your own actions

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PERFORMANCE REVIEW

A performance development and review process will be carried out three months after commencement, and on an informal basis and thereafter on a formal annual basis.

I acknowledge that I have received a copy of this position description. I have read (or had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Employee:Date :

Nurse Unit Manager: Date:

Director of
Clinical & Community Services: Date:.....

Review	
3 Months	☐
6 Months	☐
Annual	☐

Issued: September, 2009

Reviewed: May 2012, August 2013, July 2014, September 2016, May 2019, August 2020