

Position Description

"Healthy community"



DESIGNATION:	Associate Nurse Unit Manager
REPORTS TO:	Direct - Nurse Unit Manager Indirect - Director of Clinical Services
CLASSIFICATION:	Registered Nurse – Grade 3
AWARD:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020 and subsequent agreements.

Purpose of Position

The Associate Nurse Unit Manager:

- Assists the Nurse Unit Manager in the course of their duties to ensure efficient operation of the designated clinical unit
- Demonstrates expert knowledge and clinical skills while assuming a prominent management focus in the clinical unit
- Acts as a role model in setting the clinical standards to achieve a high quality of nursing care
- Fosters the development of co-operative professional relationships with the multi-disciplinary health care team
- Assumes the responsibilities and authority of the Nurse Unit Manager in their absence, and as such, must have a working knowledge of the administrative operation of the designated clinical unit

Key Activities

1. Specific Responsibilities:

- The Associate Nurse Unit Manager will accept accountability and responsibility for their own actions within their scope of practice.

To competently perform in this position, the person should possess the knowledge, skills and experience to be able to perform the following Key Result Areas and Performance Indicators:

Key Result Area 1	Performance Indicators
Leadership and Professional Practice Demonstrates practice within the Vision, Mission and Values of Maryborough District Health Service and according to the intent and standards prescribed by the Australian Health Practitioner Regulation Agency http://www.ahpra.gov.au/	<ul style="list-style-type: none">• Function in accordance with legislation, conducting practice within a professional and ethical framework to deliver accountable care that protects the right of individuals and groups• Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination• Demonstrate the ability to assist and support organisational change as directed by the Nurse Unit Manager• Provide management and clinical direction to all nursing staff in the absence of the Nurse Unit Manager• Actively participates in mentor/preceptorship of all nursing staff• Demonstrate knowledge of the budgetary process and financial management principles• Provide an efficient and customer focused service• Delegate effectively by entrusting responsibility and authority to others• Ensure all administrative functions are completed within the mandates for the position• Lead and direct nursing staff to ensure the delivery of a high standard of patient care

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	<ul style="list-style-type: none"> • Act as a clinical role model and principal clinical resource for staff • Accept responsibility for the outcomes of clinical nursing practice of the unit • Address practices that are not consistent with practice guidelines, policies and procedures and evidence-based research • Adopt best practice admission and discharge strategies to meet the needs of the community and the organisation • Participates in clinical handover as per MDHS policies and guidelines
Key Result Area 2	Performance Indicators
<p>Human Resources Management</p> <p>Demonstrates application of knowledge to support quality health care, a competent workforce and a satisfactory work environment for staff</p>	<ul style="list-style-type: none"> • Establish and maintain effective communication systems within the clinical specialty • Under the direction, and/or in the absence of the Nurse Unit Manager, coordinate daily unit based staffing • Participate in the process of recruitment, selection, appointment and retention of appropriately qualified/contracted staff within the clinical unit • Participate in the development of nursing rosters to meet patient care and budgetary requirements in line with rostering principles and Award provisions • Assist the Nurse Unit Manager to provide forums for staff to fully engage in decision making processes and to act on any changes to improve the service • Promote and support the mandatory competency framework for the Nursing Directorate and the clinical unit • Participate in quarterly review of Competency Reports with the Nurse Unit Manager and assist in addressing compliance issues • Participate in the annual performance review of staff as designated by the Nurse Unit Manager according to Maryborough District Health Service Staff Development Program • Ensure performance counseling and discipline is managed within Maryborough District Health Service framework • Promote and maintain an environment of teamwork and professionalism
Key Result Area 3	Performance Indicators
<p>Business Management</p> <p>Demonstrates leadership and application of knowledge to operate within the agreed nursing budget for the clinical unit and the organisation's Financial Management framework</p>	<ul style="list-style-type: none"> • Demonstrate an understanding of the financial management framework and budgetary issues for the clinical unit • Participate in the analysis of monthly financial data for the clinical unit and assist with development and monitoring of cost containment strategies • Demonstrate effective leadership and management skills with developing and implementing strategies to address budget or throughput variances • Exercise financial responsibility when compiling rosters or replacing staff shortfalls • Ensure accuracy of timesheets and authorise accordingly • Encourage all staff to participate in cost containment strategies • Assist the Nurse Unit Manager to develop and evaluate an annual operational Business Plan for the clinical unit • Assist the Nurse Unit Manager with the development of an annual Capital Budget priority list for the designated clinical unit • Work within the 'Delegations of Authority' consistent with the role
Key Result Area 4	Performance Indicators
<p>Clinical Governance</p> <p>Demonstrates understanding, application of knowledge and implementation of the organisation's clinical governance framework</p>	<ul style="list-style-type: none"> • Assist the Nurse Unit Manager to monitor standards of professional practice and service delivery through Maryborough District Health Service Quality Framework to ensure all patients receive clinical treatment that is appropriate for their condition and based on currently available best practice • Assist the Nurse Unit Manager to develop and evaluate an annual Quality Plan for the designated clinical unit which supports the Nursing Directorate and the organisation's Quality Plan

<p>to ensure the provision of high quality health care through continuous improvement</p>	<ul style="list-style-type: none"> • Actively promote and participate in quality improvement activities • Actively represent the clinical unit on nominated committees, working groups and projects as designated by the Nurse Unit Manager or Director of Nursing • Responsible for and achieves agreed outcomes for a unit based portfolio as designated by the Nurse Unit Manager • Comply with Maryborough District Health Service integrated Risk Management framework • Identify clinical risk through incident reporting and analysis and record review • Participate in the Nursing Directorate Clinical Audit schedule • Assist the Nurse Unit Manager to objectively investigate complaints with point of service resolution and implementation of strategies to prevent reoccurrence • Ensure compliance and participation in Maryborough District Health Service Governance Documentation framework • Actively participate in the EQuIP National Standards/Aged Care Evaluation and Quality Improvement Program and preparation for organisational accreditation surveys • Embrace the principles of Leadership and Management Program (StuderGroup)
<p>Key Result Area 5</p>	<p>Performance Indicators</p>
<p>Learning Organisation Demonstrates commitment to personal and professional development of staff and ability to lead and develop a diverse clinical team and participate as an active member of a team</p>	<ul style="list-style-type: none"> • Assist the Nurse Unit Manager in establishing and maintaining a formalised staff orientation program ensuring all new nursing staff receive specific orientation to the clinical unit • Facilitate, enhance and support the professional growth and development of staff within the clinical unit • Ensure educational opportunities are relevant, practical and timely according to the identified needs of the clinical unit • Promote research and critical analysis in order to ensure service and nursing practice benchmarks are achieved • Maintain and promote awareness of legal and ethical implications of nursing practice • Maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conferences, seminars and educational opportunities • Contribute to the development and ongoing review of the clinical unit portfolio framework • Initiate and progress projects relevant to the clinical specialty • Demonstrate commitment to specific portfolios/participation in committees or working groups as delegated by the Nurse Unit Manager • Participate in the review of one's own professional development annually, with the Nurse Unit Manager, identifying key areas for professional and personal growth • Actively participate in leadership and management development opportunities internally and externally
<p>Key Result Area 6</p>	<p>Performance Indicators</p>
<p>Information Management Demonstrates knowledge and application of skills to ensure the organisation's information management goals are met</p>	<ul style="list-style-type: none"> • Demonstrate ability to operate PC based software packages confidently, with understanding of Microsoft Office and the organisation's Health Information Management system • Participate in the organisation's approach to planning, implementation and management of information and communication technology • Participate in information and data management collections systems to assist in meeting both operational and strategic needs of the organisation • Demonstrate ability to critically analyse and effectively utilise data management systems to support and improve care and service delivery

Key Activities cont.

2. Organisational Responsibilities:

- Participate in team/departmental meetings and other organisational meetings if required.
- Participate in staff development and training if required.
- Maintain accurate records, statistics and reports as needed.
- Participate in service development if required.

Position Prerequisites

- Current Registered Nurse AHPRA Registration with no restrictions.

Willingness to embrace and promote our organisational values:



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

G – Genuine. Being consistently honest, trustworthy and accountable.

R – Respect. This is a reflection on our behaviours, attitudes and words, always being fair, honest and caring to those who we work and come in contact with.

E – Excellence. Only the best by us will do, achieving the highest standard of service and care.

A – Accountability. We consistently do what we say we are going to do by supporting and holding each other to account.

T – Togetherness. Working together to support common values and vision for shared goals.

Quality Improvement

Employees are required to participate with the organisation in the Quality Improvement program to encourage excellence of care and ensure effective and safe use of resources.

This includes participation in appropriate courses of training required by the Health Service and to share knowledge with other staff members.

Risk Management

Each employee has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Employees who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All employees are required to report any incidents that occur during the course of their duties.

Occupational Health & Safety

Each employee has the right to a safe working environment and s/he should advise the supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to co-operate with the MDHS OH&S policies and to participate in appropriate safety education and evaluation activities.

Equal Opportunity, Workplace Behaviours & Code of Conducts

MDHS endorses the Victorian State Government Code of Conduct. Each employee has the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. Each employee must adhere to MDHS Policies in this regard and participate in education and training.

Each employee must demonstrate an understanding of appropriate behaviours when engaging with children, according to MDHS' Child Safety Policy and Child Safety Code of Conduct.

Infection Control

Each employee has the responsibility to minimise the risk of acquisition or exposure of infections to patients, residents, visitors and health care workers, arising from activities within the health care environment. Risk management strategies are to be supported by all staff in adhering to the Infection Control Policy Manual Guidelines.

Confidentiality

The employee has a responsibility to adhere to the MDHS Policies, as a condition of employment. They are required to maintain confidentiality with reference to all matters relating to the Health Service and patients of the Health Service, both internally and externally.

Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.

Key Selection Criteria

Essential

- KSC1** Demonstrated advanced clinical nursing skills.
- KSC2** Demonstrated understanding of professional nursing issues.
- KSC3** Demonstrated understanding of financial management.
- KSC4** Posses highly developed interpersonal skills including conflict resolution strategies.
- KSC5** Demonstrated evidence of commitment to ongoing education and professional development to ensure working within current scope of practice.
- KSC6** Manages and engages with stakeholders consistent with MDHS values of GREAT

Desirable

- KSC7** Clinical experience in the relevant speciality.
- KSC8** Post Graduate Qualification or working towards.

Other Relevant Information

- Statements included in this position description are intended to reflect in general the duties and responsibilities of the position.
- Management may alter this Job Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- Probation Period is six (6) months from commencement. A Performance Review will be undertaken three (3) and six (6) months from commencement then quarterly, taking account of the key roles and responsibilities outlined in this position description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

Authorisations

Employee _____