



# Position Description

|                        |  |
|------------------------|--|
| <b>POSITION:</b>       | Associate Nurse Unit Manager   |
| <b>REPORTS TO:</b>     | Direct – Nurse Unit Manager<br>Indirect – Director of Clinical Services  |
| <b>CLASSIFICATION:</b> | Registered Nurse – Grade 3   |
| <b>AWARD:</b>          | <i>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 and subsequent agreements.</i> |

## Maryborough District Health Service






Maryborough District Health Service (MDHS) has been operating in Maryborough for more than 160 years and has a proud history of providing high quality services to the local community.

The main campus is located in Maryborough with other services delivered from the Avoca and Dunolly campuses

MDHS employs over 450 staff and is one of the largest employers in the region.

MDHS serves the Local Government Areas of Central Goldfields and Pyrenees Shires and provides a comprehensive range of services to a population of around 15,000 people.

|                           |  |   |  |
|---------------------------|--|---|--|
| <b>Clinical Services</b>  | <b>Acute – Medical/Surgical</b><br>Amherst – 28 inpatient beds<br>Dunolly – 2 inpatient beds                                     | <b>Allied Health Support for Inpatient Care</b> | <b>Central Sterilising Department</b>              |
|                           | <b>Dialysis</b><br>6 chairs  | <b>Drug &amp; Alcohol Detoxification</b>        | <b>Maternity Services</b>                          |
|                           | <b>Palliative Care</b>   | <b>Theatre – Same Day &amp; Overnight</b>       | <b>Post-Acute Care</b>                             |
|                           | <b>Pre-Admission Clinic</b>  | <b>Urgent Care Centre</b><br>4 cubicles         | <b>Medical Imaging</b>                             |
| <b>Aged Care</b>          | <b>Residential</b><br>Wattlerise – 45 high care beds<br>Avoca – 29 high and low care beds<br>Dunolly – 19 high and low care beds | <b>Respite Care</b><br>Avoca – 1 respite bed    | <b>Transition Care Program</b><br>Dunolly – 4 beds |
| <b>Community Services</b> | <b>District Nursing</b>  | <b>Chronic Disease Management</b>               | <b>Oral Health Services</b>                        |
|                           | <b>Housing</b>   | <b>Occupational Therapy</b>                     | <b>Physiotherapy</b>                               |
|                           | <b>Speech Pathology</b>  | <b>Dietetics</b>                                | <b>Community Health</b>                            |
|                           | <b>Health Promotion</b>  | <b>Social Support</b>                           | <b>Alcohol &amp; Drug</b>                          |
| <b>Support Services</b>   | <b>Administration</b>  | <b>Building Services</b>                        | <b>Emergency Management</b>                        |
|                           | <b>Health Information</b>  | <b>Hotel Services</b>                           | <b>Human Resources</b>                             |
|                           | <b>Quality &amp; Risk</b>  | <b>Staff Education</b>                          | <b>Student Management</b>                          |
|                           | <b>Finance</b>   | <b>Occupational Health &amp; Safety</b>         | <b>Procurement &amp; Supply</b>                    |

| Our Vision  |   |
|---|---|
| Healthy Community – Inspiring Health  |   |
| Our Purpose   |   |
| Empowering Health   | We will improve the current general health status of the population and support individuals to better manage their health                 |
| Strengthening Services  | We will continue to deliver and improve the range of primary and secondary level health services expected of a rural health service       |
| Developing People   | We will invest in our people and foster a vibrant and positive work culture.  |
| Working with Partners   | We will work collaboratively with our partners and other service providers  |
| Our Values  |   |
| <br>GENUINE        | We are consistently honest, trustworthy and accountable   |
| <br>RESPECT        | We are fair, honest and caring to those we work with and meet   |
| <br>EXCELLENCE     | We reflect the highest standards of service and care  |
| <br>ACCOUNTABILITY | We do what we say we are going to do; we support each other and hold each other to account.   |
| <br>TOGETHERNESS   | We share the same vision and work together to achieve our goals; we behave in a way that demonstrates our shared commitment to our values |

| The Position  |
|---|
| <p>The Associate Nurse Unit Manager:</p> <ul style="list-style-type: none"> <li>Assists the Nurse Unit Manager in the course of their duties to ensure efficient operation of the designated clinical unit</li> </ul> |

- 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

## 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  |
|--|---|
| <p><b>Leadership and Professional Practice</b><br/>           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<br/> <a href="http://www.ahpra.gov.au/">http://www.ahpra.gov.au/</a></p> | <ul style="list-style-type: none"> <li>• 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</li> <li>• Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination</li> <li>• Demonstrate the ability to assist and support organisational change as directed by the Nurse Unit Manager</li> <li>• Provide management and clinical direction to all nursing staff in the absence of the Nurse Unit Manager</li> <li>• Actively participates in mentor/preceptorship of all nursing staff</li> <li>• Demonstrate knowledge of the budgetary process and financial management principles</li> <li>• Provide an efficient and customer focused service</li> <li>• Delegate effectively by entrusting responsibility and authority to others</li> <li>• Ensure all administrative functions are completed within the mandates for the position</li> <li>• Lead and direct nursing staff to ensure the delivery of a high standard of patient care</li> <li>• Act as a clinical role model and principal clinical resource for staff</li> <li>• Accept responsibility for the outcomes of clinical nursing practice of the unit</li> <li>• Address practices that are not consistent with practice guidelines, policies and procedures and evidence-based research</li> <li>• Adopt best practice admission and discharge strategies to meet the needs of the community and the organisation</li> <li>• Participates in clinical handover as per MDHS policies and guidelines</li> </ul> |
| Key Result Area 2  | Performance Indicators  |
| <p><b>Human Resources Management</b><br/>           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"> <li>• Establish and maintain effective communication systems within the clinical specialty</li> <li>• Under the direction, and/or in the absence of the Nurse Unit Manager, coordinate daily unit based staffing</li> <li>• Participate in the process of recruitment, selection, appointment and retention of appropriately qualified/contracted staff within the clinical unit</li> <li>• Participate in the development of nursing rosters to meet patient care and budgetary requirements in line with rostering principles and Award provisions</li> <li>• 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</li> </ul>   |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Promote and support the mandatory competency framework for the Nursing Directorate and the clinical unit</li> <li>• Participate in quarterly review of Competency Reports with the Nurse Unit Manager and assist in addressing compliance issues</li> <li>• Participate in the annual performance review of staff as designated by the Nurse Unit Manager according to Maryborough District Health Service Staff Development Program</li> <li>• Ensure performance counseling and discipline is managed within Maryborough District Health Service framework</li> <li>• Promote and maintain an environment of teamwork and professionalism</li> </ul>   |
| <b>Key Result Area 3</b>   | <b>Performance Indicators</b>   |
| <p><b>Business Management</b><br/>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"> <li>• Demonstrate an understanding of the financial management framework and budgetary issues for the clinical unit</li> <li>• Participate in the analysis of monthly financial data for the clinical unit and assist with development and monitoring of cost containment strategies</li> <li>• Demonstrate effective leadership and management skills with developing and implementing strategies to address budget or throughput variances</li> <li>• Exercise financial responsibility when compiling rosters or replacing staff shortfalls</li> <li>• Ensure accuracy of timesheets and authorise accordingly</li> <li>• Encourage all staff to participate in cost containment strategies</li> <li>• Assist the Nurse Unit Manager to develop and evaluate an annual operational Business Plan for the clinical unit</li> <li>• Assist the Nurse Unit Manager with the development of an annual Capital Budget priority list for the designated clinical unit</li> <li>• Work within the 'Delegations of Authority' consistent with the role</li> </ul>   |
| <b>Key Result Area 4</b>   | <b>Performance Indicators</b>   |
| <p><b>Clinical Governance</b><br/>Demonstrates understanding, application of knowledge and implementation of the organisation's clinical governance framework to ensure the provision of high quality health care through continuous improvement</p> | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Actively promote and participate in quality improvement activities</li> <li>• Actively represent the clinical unit on nominated committees, working groups and projects as designated by the Nurse Unit Manager or Director of Nursing</li> <li>• Responsible for and achieves agreed outcomes for a unit based portfolio as designated by the Nurse Unit Manager</li> <li>• Comply with Maryborough District Health Service integrated Risk Management framework</li> <li>• Identify clinical risk through incident reporting and analysis and record review</li> <li>• Participate in the Nursing Directorate Clinical Audit schedule</li> <li>• Assist the Nurse Unit Manager to objectively investigate complaints with point of service resolution and implementation of strategies to prevent reoccurrence</li> <li>• Ensure compliance and participation in Maryborough District Health Service Governance Documentation framework</li> <li>• Actively participate in the EQulP National Standards/Aged Care Evaluation and Quality Improvement Program and preparation for organisational accreditation surveys</li> <li>• Embrace the principles of Leadership and Management Program (StuderGroup)</li> </ul> |
| <b>Key Result Area 5</b>   | <b>Performance Indicators</b>   |



# MDHS Position Description

|   |   |
|---|---|
| <p><b>Learning Organisation</b><br/>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"> <li>• 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</li> <li>• Facilitate, enhance and support the professional growth and development of staff within the clinical unit</li> <li>• Ensure educational opportunities are relevant, practical and timely according to the identified needs of the clinical unit</li> <li>• Promote research and critical analysis in order to ensure service and nursing practice benchmarks are achieved</li> <li>• Maintain and promote awareness of legal and ethical implications of nursing practice</li> <li>• Maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conferences, seminars and educational opportunities</li> <li>• Contribute to the development and ongoing review of the clinical unit portfolio framework</li> <li>• Initiate and progress projects relevant to the clinical specialty</li> <li>• Demonstrate commitment to specific portfolios/participation in committees or working groups as delegated by the Nurse Unit Manager</li> <li>• Participate in the review of one's own professional development annually, with the Nurse Unit Manager, identifying key areas for professional and personal growth</li> <li>• Actively participate in leadership and management development opportunities internally and externally</li> </ul> |
| <p><b>Key Result Area 6</b></p>   | <p><b>Performance Indicators</b></p>  |
| <p><b>Information Management</b><br/>Demonstrates knowledge and application of skills to ensure the organisation's information management goals are met</p>   | <ul style="list-style-type: none"> <li>• Demonstrate ability to operate PC based software packages confidently, with understanding of Microsoft Office and the organisation's Health Information Management system</li> <li>• Participate in the organisation's approach to planning, implementation and management of information and communication technology</li> <li>• Participate in information and data management collections systems to assist in meeting both operational and strategic needs of the organisation</li> <li>• Demonstrate ability to critically analyse and effectively utilise data management systems to support and improve care and service delivery</li> </ul>  |

## Organisational Responsibilities

### Organisational Values

Each staff member must demonstrate and uphold the mission and values of MDHS. This includes accepting accountability and responsibility for their actions, demonstrating a commitment to ongoing education and professional development, and working within current scope of practice.

### Equal Opportunity, Workplace Behaviours & Code of Conducts

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

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

### Quality Improvement



# Position Description

Each staff member is required to participate in MDHS' Quality Improvement programs to encourage excellence of care and ensure effective and safe use of resources.

This includes participation in appropriate staff development, training and education as required by MDHS and sharing knowledge with other staff members.

## **Risk Management**

Each staff member has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Staff members 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 staff members are required to report any incidents that occur during the course of their duties.

## **Occupational Health & Safety**

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

## **Infection Control**

Each staff member is responsible for minimising the risk of patients, residents, clients, visitors and other staff members acquiring or being exposed to infections arising from activities within the health care environment. Staff members are to support risk management strategies by adhering to the Infection Control Policy Manual Guidelines.

All MDHS staff are required to have their influenza vaccination and COVID vaccination prior to commencement and provide evidence of the same. These vaccinations are a mandatory requirement of ongoing employment at MDHS.

## **Confidentiality**

Each staff member must comply with the principles of confidentiality relating to patients, residents, clients and other staff members.

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.

## **Pre-Employment Security Screening**

All new staff members are required to undergo a criminal history check prior to commencement and then again every three years.

A valid Employee Working With Children Check is also required for all positions.

A valid NDIS Workers Screening will be required for workers identified as working within a risk assessed role.

## **No-Smoking Policy**

To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

## **Key Selection Criteria**

### **Qualifications / Experience**

1. Registration with the Australian Health Practitioners Regulation Agency (AHPRA)



# Position Description

2. Post Graduate Qualification or working towards.
3. Clinical experience in the relevant speciality.

### Specialist Expertise

4. Demonstrated advanced clinical nursing skills
5. Demonstrated understanding of professional nursing issues.
6. Demonstrated understanding of financial management.
7. Manages and engages with stakeholders consistent with MDHS values of GREAT
8. Demonstrated evidence of commitment to ongoing education and professional development to ensure working within current scope of practice.

### Personal Qualities

9. Possess highly developed interpersonal skills including conflict resolution strategies.

### Additional Information

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory corporate training.

### Acceptance

I understand, agree to and accept the role as outlined in this position description.

Staff Member's Name (please print)

Staff Member's Signature

Date

---

---

---