

Position Title:	Associate Nurse Unit Manager		
Department:	Mental Health Inpatient Services	Cost Centre:	H0050
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024		
Classification:	Registered Psychiatric Nurse Grade 3		
Reports To:	Nurse Unit Manager		
Infection Control Risk Category:	Category A - Direct patient contact		

Primary Purpose:

The primary role of the Associate Nurse Unit Manager (ANUM) is to provide clinical and team leadership and management of the Inpatient Unit/s and ensure that quality service provision within a recovery focused framework is provided for all consumers/carers and families, in a timely, effective, safe and respectful fashion.

Accountabilities and Key Results Areas:

- Provide shift management of the Acute Inpatient Unit
- Deliver high standards of psychiatric care
- Develop, implement and evaluate management care plans
- Promote and implement evidence based best practice standards
- Develop and promote equality improvement activities
- Provision of clinical supervision and enhancement of skill development to other team member within the Acute Inpatient Unit.
- Ensure that current policy and procedures are implemented and are clearly reflected in clinical practice and facilitate optimal outcomes.
- Ensure that all requirements in relation to the Mental Health Act are observed and implemented in the Acute Inpatient Unit.
- Work as rostered on shifts and provide Triage functionality when required.
- Engage in and promote evidence based best practice.
- Demonstrate a commitment to their own professional development, and that of their team.
- Provide direct clinical services to consumers including assessment, specialist acute treatment and interventions of a high standard.
- Provide regular clinical supervision to subordinate staff to ensure that acute treatment and interventions are of a high standard.
- Actively contribute to the development and implementation of relevant policies and procedures to ensure that clinical practice is maintained to the highest level.
- Demonstrate high level problem solving and interpersonal skills.
- Demonstrate understanding of the recovery framework, the principles that underpin this and enact this in their work with consumers.
- Acknowledge and work with the tension that exists between duty of care and the encouragement of positive risk taking.
- Participate in an annual formal performance appraisal program including appraisal of other staffing members.
- Actively engage in and lead innovative best practice inclusive of but not restricted to Reducing Restrictive Interventions, Gender and Cultural Sensitivity.
- Actively develop and participate in service related continuous improvement practices and principles.
- Maintain, monitor and develop data collection systems and reports as required.
- Maintain all documentation accountability requirements.
- Work effectively within a multi-disciplinary team.
- Participate in own staff training and development as appropriate.
- Perform other duties as required and directed by the Manager.

Generic Responsibilities and Accountabilities:

- Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:
 - Infection Control policies
 - Confidentiality policy and privacy legislation
 - Occupational Health and Safety policies and regulations
 - Guidelines of the State Services Authority including the public sector
 - Employment principles and Code of Conduct
 - Fire, disaster and other emergency procedures
 - Smoke Free Campus policy
 - Risk Management policies and guidelines
 - Consumer Participation Strategy
- Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as;
 - Fire, Emergency Responses and Manual Handling
- Respect the rights of individuals.
- Provide a child safe environment.
- Maintain a current Immunisation status in alignment with South West Healthcare’s Immunisation policy.
- Maintain a current and clear Criminal History Check (Police Check), Working With Children Check and NDIS Worker Screening Check where applicable.
- Promote the organisation in a positive manner.
- Participate as a cohesive member of the South West Healthcare team.
- Participate in Continuous Quality Improvement within the organisation.
- Accept responsibility for your own personal belongings.
- Respect and appropriately care for the organisation’s property and equipment, and
- Participate in an annual Staff Development Review.

Key Relationships:

Internal:	Mental Health acute and community managers and employees Psychiatrists, Registrar, Clinicians, Allied and Community Health teams as appropriate
External:	Health care providers and external stakeholders as appropriate

Position Impact:

Direct Reports:	N/A
Budget:	N/A

Selection Criteria:

- Qualifications and registration with the Nurses Board, Victoria, post graduate diploma in mental health and training qualifications required.
- Extensive skills and experience in a wide variety of psychiatric services
- Preceptor ship experience and experience in supervising staff is highly regarded
- Proven ability to work within a team based multi-disciplinary environment, and also work with limited direction in an autonomous fashion
- Excellent communication and interpersonal skills
- Comprehensive knowledge of contemporary legislation, regulations and policy directions
- Capacity to competently and confidently access, utilize and assist in the effective use of all IT software currently in use within the organization

Approvals:

Employee Signature:		Date:	
Manager’s Signature:		Date:	