



POSITION DESCRIPTION

Position:	Associate Nurse Unit Manager – Aged Care
Reports To:	Nurse Unit Manager
Department:	Care Services
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 -2024
Minimum Qualifications:	Bachelor of Nursing
Key Selection Criteria (Essential):	<ul style="list-style-type: none"> • Registered Nurse, with current AHPRA registration • Good understanding and application of the Aged Care Quality Standards, Charter of Aged Care Rights and <i>Aged Care Act 1997</i>, NDIS Practice Standards and the <i>National Disability Insurance Scheme Act 2013</i> • Well-developed and contemporary clinical skills and knowledge, including the application of Infection Control practices and principles. • Sound understanding of quality systems and continuous improvement models, whilst achieving optimal outcomes • Excellent communication (written- including report writing-and oral) and interpersonal skills • Demonstrated strong organisational and time management skills and experience in leading others • Sound understanding of the Australian National Aged Care Classification funding model (AN-ACC) • Good comprehension of the National Mandatory clinical indicator reporting program • Knowledge and experience of the Accreditation process
Desirable Selection Criteria:	<ul style="list-style-type: none"> • Post graduate qualification (or willingness to undertake study) in management or relevant clinical area • Proficiency with IT programs used within MHS and SWARH
Date:	March 2024

ORGANISATIONAL PURPOSE AND VALUES

Our Purpose

Best Care - Every person, every time

Our Values (C.A.R.E.)



Collaboration
More we, Less me



Accountability
Own it. Do It.



Respect
Everyone matters



Excellence
Better, best, brilliant



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PRIMARY OBJECTIVES

The Associate Nurse Unit Manager (ANUM) works in partnership with the Nurse Unit Manager (NUM) to provide sound clinical leadership to all staff, to ensure the implementation of the Aged Care Quality Standards is demonstrated in individualised care planning and implementation and is evaluated with a focus on outcomes for residents/participants. The ANUM will act as a professional role model, who demonstrates advanced clinical knowledge and skills, whilst assuming a management focus in the area. The ANUM assumes the responsibilities and administrative operation requirements of the unit, in the absence of the NUM. The ANUM accepts responsibility and is accountable for designated management portfolios and projects.

DUTIES AND RESPONSIBILITIES

LEADERSHIP AND GOVERNANCE

- Lead and direct members of the health care team to ensure delivery of a high standard of care
- Work within the philosophy and objectives of Moyne Health Services, ensuring that the Purpose and Values of Moyne Health Services is understood and practiced.
- Practice and monitor standards of practice in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Competency Standards for the Registered Nurse to ensure both self and others work within their scope of practice
- Accepts responsibility and is accountable for designated management portfolios and projects.
- Actively support quality improvement, in an environment that fosters and delivers high quality outcomes based on the Aged Care Standards, the NDIS Practice Standards and the NDIS Code of Conduct and DVA guidelines
- Good understanding and application of the *Aged Care Act 1997* and the *National Disability Insurance Scheme Act 2013*

QUALITY IMPROVEMENT, SAFETY & RISK MANAGEMENT

- Demonstrate commitment to individualised care, and evidence-based best practice standards, within scope of practice
- Respond to residents/participants concerns or clinical changes in residents/participants condition and initiate intervention and consultation with relevant members of the multidisciplinary team, as required
- Ensure the maintenance of resident/participants records (i.e. Platinum) and care planning reflects appropriately planned care and meets legal and MHS requirements
- Treat all residents/participants with respect and equity, whilst being responsive to their needs.
- Support resident/participants to develop their personalise care plan, which is in line with their personal goals and preferences
- Communicate effectively with resident/participants their families, visitors, and staff at all levels, to ensure individual care plans are monitored and reflect changing care needs
- Ensure care of resident/participants meets professional, organisational, legal standards with regard to relevant regulatory compliance requirements, ethical and cultural desires.
- Ensure all documentation and assessments are completed on a daily basis, in line with the Australian National Aged Care Classification funding model (AN-ACC), Aged Care Quality Standards and MHS requirements
- Support the NUM with the management and reporting requirements for the Serious Incident Response Scheme (SIRS), Restrictive Practices and Behaviour Support Plans, and other updates as required
- Participate in the monitoring and collection of the required clinical indicator reporting requirements



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- Embrace and support Aged Care initiatives
- Ensure the completion of appropriate RISKMAN's and contribute to risk mitigation and elimination
- Coordinate and manage the delivery of service, by external providers
- Liaise with the NUM on day-to-day activities.
- Rectify actual or potentially hazardous situations where appropriate
- Report and manage as soon as practicable, unsafe equipment, work practices or conditions
- Adhere to MHS policies and procedures
- Support and oversee the implementation of organisational continuous improvement activities

DEVELOPING OUR PEOPLE

- Participate in the annual Support and Growth development process
- As allocated, undertake annual staff Support and Growth Plans, and where required implement appropriate strategies to improve performance
- Attend/ complete annual mandatory training session, prior to the due date
- Complete annual Continuing Professional Development in line with National Registration requirements
- Recognise own abilities and level of competence – and practice within those limitations
- Accept responsibility for continual professional development and strive to have current knowledge of nursing issues and be reflective of contemporary clinical practice to ensure best care outcomes are achieved.
- Maintain currency of knowledge, in relation to Aged Care practices
- Shares knowledge amongst colleagues
- Provide mentoring, supervision and support to colleagues and students in a safe and supportive environment to enhance the development of Nursing Practice

EFFECTIVE RELATIONSHIPS

- Promote harmony by acknowledging peers
- Participate and contribute to team meetings
- Promote an integrated approach to care
- Ensure resident/participants and their relatives are integral to decision-making relevant to their needs and preferences
- Build effective partnerships with external and internal stakeholders' groups
- Liaise closely with the NUM/ANUM on a day-to-day basis

FINANCIAL SUSTAINABILITY

- Participate in the development of department budgets, as required
- Initiate cost management initiatives in the area, where relevant
- Ensure material resources are utilised in a cost-effective way
- Take leave as per policy to assist with financial sustainability of MHS
- Ensure that all documentation requirements for the Australian National Aged Care Classification funding model (AN-ACC), are completed in a timely and accurate manner

FACILITIES EQUIPMENT & TECHNOLOGY

- Respect and appropriately care for the organisation's property & equipment
- Ensure that the equipment and environment support safe practice for the benefit of resident/participants and staff



- Maintain competency and proficiency in the use of equipment

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for management of staff on a day-to-day basis
- Reports directly to the Nurse Unit Manager to ensure that consumer care is provided using safe work practices in accordance with MHS policies, OH&S regulations and clinical scope of practice

JUDGEMENT AND DECISION MAKING

- Responsible for decisions pertaining to resident/participants care coordination, advocacy on behalf of any resident/participants as required
- Be confident in the use of delegated authority to ensure best care
- In partnership with the Nurse Unit Manager - responsible for day-to-day management of the unit, staffing and skills mix
- Accountable for promoting and support a safe workplace

Position Requirements	
A satisfactory National Disability Insurance Scheme Worker Screening Check (NDIS Check) must be provided prior to commencement at MHS.	Required
Evidence of Professional Registration	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Required
Valid Trade Licence	Not Required
Satisfactory Working with Children Check	Preferred
Undertake Pre-Employment Check as per MHS policy (This is mandatory prior to commencement and when required during employment)	Required
Typical Work Schedule	
Incumbent is expected to work across all shifts within a 24hr/7day week roster. Rosters will be posted in accordance with the relevant EBA	



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JOB DEMANDS CHECKLIST

Moynes Health Services endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

Frequency Definitions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A	= Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks		√			
Standing	Remain standing to perform tasks			√		
Walking	Periods of walking required to perform tasks			√		
Bending	Forward bending from waist to perform tasks		√			
Kneeling	Remaining in a kneeling position to perform tasks		√			
Lifting/Carrying	Light lifting and carrying		√			
	Moderate lifting and carrying	√				
	Assisted lifting (mechanical, equipment, person assist)			√		
Working at Heights	Ascending and descending ladders, stools, scaffolding					√
Pushing / Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs, and floor cleaning equipment			√		
Reaching	Arms fully extended forward or raised above shoulder	√				
Crouching	Adopting a crouching posture to perform tasks	√				
Foot Movement	Use of leg and/or foot to operate machinery					√
Head Postures	Holding head in a position other than neutral (facing forward)		√			
Fingers/Hand/Arm Movement	Repetitive movements of fingers, hands, and arms e.g. computer keyboarding		√			
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands			√		



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Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. emergency or grief situations		√			
Aggressive / Unpredictable People	Raised voices, yelling, swearing, and arguing e.g. drug/alcohol, dementia, mental illness		√			
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased		√			
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					√
Liquids	Working with corrosive, toxic, or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					√
Noise	Environmental/background noise necessitates people raising their voice to be heard					√
Biological Hazards	E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE		√			
Cytotoxic Hazards	Handling and/or preparation of cytotoxic materials					√
Radiation	Working with radiologic equipment					√

I acknowledge that I have received a copy of this position description, I have read and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the Job demands checklist, understand its content, and agree to work in accordance with the requirements of this position.

APPROVALS	Name	Signature	Date
Department Head:			
Employee:			