
Position:	Associate Nurse Unit Manager
Reports To:	Unit Manager
Award:	Nurses & Midwives (Victorian Public Sector) Enterprise Agreement
Minimum Qualifications:	Registered Nurse
	Relevant tertiary qualification or equivalent

ORGANISATIONAL MISSION, VISION AND VALUES:

Our Mission

To support our community's physical, mental and social wellbeing by:

- Providing high quality and innovative services;
- Building enduring partnerships; and
- Delivering customer service excellence.

Our Vision

Creating healthier communities

Our Values

Integrity

- We will be open and honest and will do the right thing for the right reason.

Innovation

- We will be an industry leader by breaking new ground and improving the way things are done.

Collaboration

- We will actively work together in teams and partnerships.

Accountability

- We will take personal responsibility for our decisions and actions.

Respect

- We will value all peoples' opinions and contributions.

Empathy

- We will endeavour to understand other peoples' feelings and perspectives.

ASSOCIATE NURSE UNIT MANAGER:

The Associate Nurse Unit Manager (ANUM) works in partnership with the Nurse Unit Manager (NUM) to provide clinical leadership to all staff to ensure that person-centred care is planned, implemented, evaluated and maintained at a high standard. The ANUM ensures that the well-being of the patient / resident and family is the primary focus of care within the unit. The ANUM acts as a professional and clinical role model for all staff in setting clinical standards and achieving high quality evidence based nursing care.

The ANUM demonstrates advanced clinical knowledge and skills while assuming a management focus in the ward/unit. The ANUM is an integral member of the unit's management and leadership team. The ANUM manages and provides direction for the unit staff.

The ANUM assumes the responsibilities and authority of the NUM in their absence and as such is able to assume the administrative operation of the unit.

They accept responsibility and are accountable for designated management portfolios and projects.

DUTIES AND RESPONSIBILITIES:

Management of Patient / Resident Care

- Demonstrate commitment to person-centred care, and evidence-based best practice standards within scope of practice
- Ensure patients / residents and their relatives are involved in decision-making relevant to their needs and preferences
- Practice and monitor standards of practice in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Competency Standards for the Registered Nurse
- Respond to clinical changes in patient / resident condition and initiate intervention and consultation with relevant members of the multidisciplinary team as required
- Work within scope of practice and ensure others work within their scope of practice
- Lead and direct members of the health care team to ensure delivery of a high standard of care

Leadership & Management

- Work collaboratively and support the NUM to provide effective, visible leadership and supervision across the team
- Promote a collaborative team approach to person-centred care through effective communication, consultation and cooperation with patients / residents, families and all members of the health care team
- Embrace and contribute to new approaches dealing with work problems or opportunities
- Act as a role model for clinical excellence and promote best practice standards
- Support the NUM with the development, implementation and evaluation of the Nursing Services Business Plan and WDHS Strategic Plan
- Manage and accountable for clinical and/or operational portfolios and projects as delegated
- Participate in meetings and working parties as designated and actively contribute to the objectives and goals of these forums
- Contribute to the achievement of the overall nursing budget, by providing input on needs and requirements, monitoring controllable expenses e.g. stores, supplies, labour costs and taking corrective action as required
- Accept in charge responsibility in the absence of the Nurse Unit Manager and as required

Human Resource Management

- Maximise staffing productivity by monitoring activity levels, assessing staff requirements, and adjusting levels in accordance with demand
- Ensure compliance with relevant award conditions and staffing guidelines
- Responsible for workload delegation, achieving ratios and maintaining a safe working environment
- Actively assist in performance management and staff development in collaboration with the NUM
- Assist in the recruitment and selection of unit / department staff

Quality Improvement & Risk Management

- Identify and investigate incidents and risks. Analyse and implement strategies to reduce incidents
- Ensure that complaints and incident reports are completed promptly, investigated and appropriate action instituted and ensure appropriate communication with the NUM
- Assist in the development and implementation of quality improvement programs to evaluate standards of practice (e.g., audits, accident/incident reporting, patient and relative comments). Implement corrective action and provide feedback as appropriate
- Participate in change to policies, procedures and protocols based on relevant research
- In conjunction with NUM actively participates and contributes to implementing and maintaining accreditation standards and processes

Professional Development and Practice

- Achieves agreed performance criteria related to the management competency and portfolio responsibilities
- Contribute to the setting of performance standards, monitor performance, provide feedback and coaching and take corrective action
- Conduct performance appraisals as delegated by Nurse Unit Managers
- Mentor and educate others by providing opportunities for staff to develop professionally and personally
- Participate in orientation of new staff, to the ward/unit, policies and procedures, standards and layout of the ward.

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. Duties and responsibilities may be reviewed according to service requirements

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

All employees are required to:

- Demonstrate and utilise the AIDET (Acknowledge-Introduce-Duration- Explanation- Thank you) principles in all communication with patients / residents / clients and their families
- Demonstrate and understand the application of National Safety and Quality Health Services Standards to ensure compliance with applicable regulatory bodies is maintained
- Demonstrate respect for individual’s values, customs and spiritual beliefs to ensure patient / resident care is effective and culturally appropriate
- Demonstrate commitment to person-centred care, and evidence-based best practice standards within scope of practice

INHERENT PHYSICAL REQUIREMENTS:

Western District Health Service has a duty of care to 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. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<u>2. Maintenance / Hotel Services Staff Role</u> <ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<u>3 Clerical / Administration Role</u> <ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles
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Other Requirements

- Current police check is required for this role
- Current driver's licence is required for this role
- Some after hours work may be required in this position
- This position will entail some on call work

Note to all employees

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually 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.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Position code: <i>Human Resources Department use only</i>	N_ANUM_JDO1
Date revised: <i>Human Resources Department use only</i>	March 2013

When revised please forward electronic copy to:
Human Resources Department [email: human.resources@wdhs.net](mailto:human.resources@wdhs.net)