

POSITION DESCRIPTION

Position Title:	Associate Nurse Unit Manager
Business Unit/Department:	Emergency Department Sunshine Hospital
Division:	Emergency, Medicine & Intensive Care Services
Award/Agreement:	Nurses and Midwives (Vic Public Sector) (Single Interest Employers) EA 2016-2020
Classification:	RN ANUM Year 1 – 2 (YW11, YW12)
Reports To:	Nurse Unit Manager
Direct Reports:	In the absence of the Nurse Unit Manager: Registered Nurses and Enrolled Nurses
Date Prepared/Updated:	22/04/2024

Position Purpose

The Associate Nurse Unit Manager fulfils the roles and responsibilities of the Registered Nurse, demonstrating expert knowledge and skills while assuming a prominent management focus in the ward/unit.

The Associate Nurse Unit Manager is an integral member of the ward/unit management team, assisting the Nurse Unit Manager in the course of their duties to ensure provision of nursing/midwifery care that is excellent in quality and consistently patient centred while achieving effective operational management of the clinical environment.

As a professional, the Associate Nurse Unit Manager is accountable for :

- The maintenance of their own clinical knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill.
- Ensuring that they are registered to work as a Registered Nurse in Australia at all times whilst working as a Nurse within Western Health

The Associate Nurse Unit Manager assists in managing the nursing and related resources available to the ward/unit, acts as a role model in setting the clinical standards and achieving high quality evidence based nursing/midwifery care, fosters the development of cooperative professional relationships with the multidisciplinary health care team, and facilitates a working environment which provides professional development and job satisfaction for all employees.

The Associate Nurse Unit Manager assumes the responsibilities and authority of the Nurse Unit Manager in their absence and as such is able to assume the administrative operation of the ward/unit.

Business Unit Overview

The Division of Emergency Medicine and Intensive Care Services is divided into three service streams:

- Emergency Medicine

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- Urgent Care Centres
- Intensive Care Unit/s

Within the service streams above, the Division has three emergency departments, two urgent care centres and two intensive care units.

The Division of Emergency Medicine and Intensive Care Services is committed to innovation and the development of services and treatment of groups across Western Health to ensure Best Care for the community of Western Melbourne.

The Divisional Director (DD) and the Clinical Services Director (CSD) function in partnership to provide leadership and clinical, operational and financial governance to the Division of Emergency Medicine and Intensive Care, ensuring the efficient and effective delivery of Best Care within allocated resources.

Key Responsibilities

- Lead, support, direct and motivate employees in the provision of high quality, evidence based and culturally sensitive patient care in accordance with the care model of the ward/unit and Western Health as a whole
- Facilitate and perform nursing interventions within professional standards and boundaries as described by the relevant professional bodies/industry standards and ensure all employees adhere to the same standards
- Evaluate the quality of service provision through the comparison of patient outcomes against key performance indicators relevant to the specialised nature of the clinical area
- Supervise employees and act appropriately to immediately manage any behaviour that does not meet policy and procedure, ensuring safe patient care
- Coordinate, direct and, where appropriate, provide patient care as outlined in the key accountabilities for a Registered Nurse
- Coordinate discharge planning in liaison with medical and allied health as well as hospital/community services
- Delegate employees rostered for each shift for the delivery of patient care on the basis of workload prioritisation and employees' level of experience
- Assume the roles and responsibilities of the Nurse Unit Manager in their absence and assume a portfolio as designated by the Nurse Unit Manager
- Participate in the management of the recruitment, orientation and retention of employees by fostering increased flexibility in work patterns, supporting recruitment practice changes and assisting in developing and implementing succession planning for nursing/midwifery employees
- In the absence of the Nurse Unit Manager, provide a first point of contact in all areas of conflict and apply conflict resolution skills when dealing with problems involving all levels of employees, patients and their significant others and the public
- Facilitate peer support, debriefing and counselling for employees when required
- Demonstrate an understanding of the current Nursing and Midwifery Enterprise Bargaining Agreement
- Exchange and share information gained from participation in meetings, seminars and conferences via in-services, presentations, education forums and team meetings
- Participate and contribute to improvement of policies, procedures and protocols and identify potential issues in nursing practice and areas of improvement in clinical standards. Critically review outcomes of nursing/midwifery practice
- In consultation with the multidisciplinary team develop, implement and evaluate teaching plans for employees, patients and their significant others that meet their learning needs and facilitates informed decision making
- Participate in the development of the clinical area business and submission of proposals for grant/special projects funding where required
- Participate in the analysis and management of the ward/unit budget and review, analyse and monitor relevant KPI's as requested
- Contribute to the maintenance of records relating to patient throughput, bed utilisation, employee utilisation and management of consumable and non-consumable items, as requested

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- Assist with maintenance of records and documents relating to the performance and development of all employees
- Consider budget constraints and exercise financial responsibility when compiling rosters and replacing employee shortfalls and initiate and monitor strategies to effectively manage leave allocation and absenteeism
- Ensure accuracy of RosterOn on a daily basis, adjust and authorise accordingly
- Work within and towards the Nursing and Midwifery strategic plan
- Perform other duties as required

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Nurse Unit Manager
- Divisional Directors/General Managers
- Operations Managers
- Clinical Service Directors
- Support Services
- People and Culture Services
- Medical and Allied Health staff relating to areas
- Heads of Units
- DONM's
- Other ANUM's
- CNC's
- Nurse Practitioners
- Unit/Ward team
- Neurology/Stroke Research team
- Quality and Safety Coordinators
- Business analysts

External:

- DHHS
- Relevant clinical networks

Selection Criteria

Essential

- Successful completion of a Bachelor of Nursing qualification or equivalent
- Registration as a Registered Nurse in Australia
- Possess a relevant Post Graduate qualification or relevant clinical experience
- Demonstrate skills in the relevant nursing/midwifery specialty
- Demonstrate effective management skills appropriate to the Associate Nurse Unit Manager role
- Demonstrate effective communication skills both written and verbal
- Possess well-highly developed interpersonal skills including conflict resolution strategies
- Demonstrate an ability to work collaboratively as part of a multidisciplinary team
- Possess knowledge of relevant legislation, policies and human resource procedures
- Be innovative, resourceful and adaptable to change
- A commitment to high quality, safe and person centred patient care

Managerial

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- Demonstrates high level management and operational skills including budget monitoring.
- Understands the key principles of financial and workforce management with necessary ability to navigate the required systems and documentation
- Possesses knowledge of relevant legislation, policies and human resource procedures
- Demonstrates strong computer literacy skills

Leadership

- Brings confidence to the role, and strong influencing capability
- Can build, lead, nurture and empower impactful teams
- Demonstrates high level communication and interpersonal skills
- Engages with others with purpose and articulates vision to empower and lead effectively
- Understands the strategic imperatives of the health service and conveys this in meaningful ways to their staff
- Is innovative, resourceful and adaptive to change
- Ability to implement, evaluate and sustain change within an evidence based framework

Desirable

- Hold a relevant management post graduate qualification or be working towards same

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services and sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

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I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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