



## POSITION DESCRIPTION

<b>Employee Name:</b>	
<b>Position Title:</b>	Associate Nurse Unit Manager
<b>Enterprise Agreement:</b>	In accordance with the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024
<b>Classification:</b>	ANUM Year 1 YW11
<b>Superannuation:</b>	Employer Contribution – 11%
<b>Working hours:</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual    ____ shifts per fortnight
<b>Basis of employment:</b>	<input type="checkbox"/> Ongoing <input type="checkbox"/> Fixed Term Contract: ____/____/____ to ____/____/____
<b>Location:</b>	Casterton Memorial Hospital
<b>Department:</b>	<input type="checkbox"/> Acute Care <input type="checkbox"/> Residential Aged Care <input type="checkbox"/> Community
<b>Reports To:</b>	Nurse Unit Manager through to Manager, Nursing Services

### ABOUT THE ROLE:

The Associate Nurse Unit Manager (ANUM) works in partnership with the Nurse Unit Manager (NUM) to provide clinical leadership to all employees to ensure that person-centred care is planned, implemented, evaluated and maintained at a high standard. The ANUM acts as a professional clinical role model for all employees 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 and provides direction for the unit.

### KEY RESPONSIBILITIES & DUTIES:

#### ESSENTIAL:

- Current Registration as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).
- Current Police Check and/or NDIS Worker Screening Check and Working with Children Check acceptable to Casterton Memorial Hospital.
- Not subject to a banning order.
- A Statutory Declaration declaring that the employee has never been convicted of murder or sexual assault or convicted of and imprisoned for any other form of assault.
- Experience upgrading to Associate Nurse Unit Manager.
- Effective communication, interpersonal, problem solving, negotiation and organisational skills.
- Ability to demonstrate initiative and flexibility.
- Effective reporting and documentation skills.
- Clinical skills relevant to the clinical area.

#### DESIRABLE:

- An understanding of funding programs and reporting requirements for the relevant clinical area

- A good understanding of documentation and reporting requirements for the relevant clinical area.
- An understanding of accreditation standards, quality systems and continuous improvement models.
- Minimum of three years post graduate experience in the relevant clinical area.
- Excellent time management and organisation skills.
- Strong ability to set realistic goals and objectives and to achieve them within set timelines.
- Postgraduate studies relevant to the clinical area.
- Current unencumbered Victorian Motor Vehicle License (or equivalent)

## KEY PERFORMANCE INDICATORS

### LEADERSHIP AND GOVERNANCE

- Ensure that Casterton Memorial Hospital Vision, Mission and Values are known, understood and practiced
- Adhere to Casterton Memorial Hospital's Policies and Procedures
- Possess the ability to embrace new processes and/or technologies in relation to collection and interpretation of data
- Positively represent Casterton Memorial Hospital at local and regional health related committees
- Positively represent the area as delegated in the NUM absence at relevant CMH committee meetings
- Provide guidance and mentorship to the team
- Undertake the role of in charge in the absence of the NUM
- Observe and report gaps in resources and service provision with recommendations of appropriate actions to Manager of Nursing Services
- Be aware of, and practice within, scope of practice and relevant legislative requirements
- Ensure that material resources are utilised in a cost effective way
- Maintain knowledge and understanding of Clinical Assessment & Referral Tools and documentation requirements as relates to the relevant area
- Aim to achieve a good understanding and knowledge of data entry, reporting requirements and systems.
- Demonstrate an ability to communicate effectively with consumers, volunteers, families, visitors, Casterton Memorial Hospital management and employees
- An ability to maintain and enhance cooperative relationships with general practitioners, allied health practitioners, local government and other relevant agencies

### QUALITY IMPROVEMENT, SAFETY & RISK MANAGEMENT

- Demonstrate commitment to continuous quality improvement and risk management process within Casterton Memorial Hospital
- Promptly report issues relating to or causing adverse outcomes
- Ensure adequate processes are in place for the provision of safe work practices and a safe environment including minimal handling practices
- Monitor compliance with policies and procedures to ensure positive outcomes for consumers
- Monitor the standards of clinical care and support services within the area with a view to continuous quality improvement
- Actively support quality improvement in an environment that fosters and delivers high quality health outcomes based on the National Safety Quality Health Service Standards, Aged Care Quality Standards, Home and Community Care for Younger People, and Department of Veteran Affairs, and National Disability Insurance Practice Standards
- Ensure clinicians provide accurate and timely consumer documentation and data collection
- Participate in an Annual Performance Review
- Liaise with Manager of Nursing Services in the development and review of clinicians annual performance reviews
- Be aware of Casterton Memorial Hospital's Emergency and Regional Disaster Plans

- Ensure that infection control guidelines are followed by employees, consumers, volunteers, families and visitors
- Follow up any complaints or concerns at the earliest opportunity in order that any problems might be resolved quickly and to the satisfaction of those involved
- Ensure that Casterton Memorial Hospital property and equipment is properly maintained and treated with appropriate care
- Ensure that the equipment and environment support safe practice for the benefit of consumers and employees
- Ensure that all equipment is appropriate to the needs of consumers

#### **EMPLOYEE AND PERFORMANCE DEVELOPMENT**

- Facilitate a team orientated approach within the various functions of the relevant area including the identification of team goals
- Be prepared to participate in ongoing professional development and encourage employees to participate in ongoing professional development opportunities
- Encourage and support employees in planning & implementation of evidenced based programs and services whilst maintaining an awareness of capacity and available resources
- Promote and contribute to the ongoing development of a culture within the team of continuous improvement and achievement of excellence in service delivery
- Facilitate and encourage the concept that an effective working environment depends on harmonious working relationships
- Provide leadership in the practice environment by maintaining and modelling professional behaviour and fair treatment
- Establish and maintain constructive working relationships with the members of the team, supporting and encouraging nurses and midwives in their work group to continuously improve their clinical practice
- Contribute effectively as part of the management/leadership team for the unit, communication regularly with the NUM and other ANUM's
- Respond immediately to negative workplace behaviour

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Directly accountable to NUM, AHS, Manager Nursing Services according to shift allocation.
- Completion of all mandatory and clinical competencies relating you're your area of practice
- Attendance or delegation to area specific meetings
- Minimum of 30 hours professional development per year, and additional hours as dictated by AHPRA for secondary qualifications

### **OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES:**

All Casterton Memorial Hospital 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 CMH OH&S management system Policies, Procedures and programs. This includes the CMH 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.

#### **NOTE TO ALL EMPLOYEES:**

- You must work within the policies, procedures and guidelines of CMH.
- You must participate in the CMH 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 CMH, its employees and consumers 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 CMH.
- 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 six (6) 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/measures and set development objectives and goals for the year ahead.

#### **INHERENT PHYSICAL REQUIREMENTS:**

Casterton Memorial Hospital has a duty of care to all employees. 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:

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