

# Position Description



## Nurse Unit Manager

### Position Objective

The role of the Nurse Unit Manager (NUM) is to provide excellent leadership, direction, support and management of Acute and Residential Staff and Services within a broad based integrated model of health care service provision. The role is to manage efficiently and effectively ward/unit staffing and budgetary resources, ensuring accountability and provision of a high quality service that meets the needs of the clients and families/ carers, adhere to legislative responsibilities and maintain a safe work environment. It is expected that this role will be able to use a wide range of flexible and innovative approaches to resource management. The NUM will ensure patient care standards meet professional, organisation, legal and ethical requirements. Promoting staff development and satisfaction is an essential part of the role and this will be supported by promoting the Mission, Vision and Values of Corryong Health. Ensuring recruitment and retention strategies are in place will be an essential component of the role.

The position is highly diverse and challenging and includes the following:

- Ensure confidentiality by undertaking not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings including making public statements relating to the affairs of Corryong Health without prior authority of the Chief Executive Officer
- To uphold the rights of patients/resident. Place the patients/residents at the centre of everything we do
- To ensure accountability of services provision by all A and R staff
- Communicate Effectively with the Director of Clinical Services and Nursing
- To support the provision of quality patient care throughout Acute and Residential, through the promotion of values of excellence which underpin best practice and staff specific portfolios
- To participate in resource management, including budget management and monitoring
- To provide a role model for staff in their approach to education interpersonal relationships, teamwork and communication
- Maintain a positive and professional role modelling representing Corryong Health
- To initiate and develop policies and procedures as required/ directed
- To encourage an active learning environment, in which competencies of staff are maintained and improved, consistent with current nursing knowledge, research and key competency domains.
- To mentor, coach, acknowledge, empower and challenge staff
- To actively support quality improvement and research initiatives, in an environment that fosters and delivers high quality patient care outcomes based on the NSQHS framework
- To develop and maintain positive working relationships with all stakeholders and clients
- Maintain safe work practices and environment by actively reducing hazards, reporting accidents/ incidents
- Support the "No Lift" Policy and other OHS requirements
- To be the conduit through which information from management goes to the Acute and Residential
- To ensure documentation meets legal, professional and organisational standards
- To participate in relevant committee processes, attend relevant meetings and to prepare and submit records as required
- To maintain creative rostering practices that maximises patient care and staff options

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- To maintain appropriate recruitment processes, orientation of new staff and ongoing performance development appraisal
- Physical resource management

The NUM reports to the Director of Clinical Services and Nursing in managing Acute and Residential Services and resources being accountable for quality, safety and risk management within the Acute and Residential service area.

The NUM direct reports include all nursing and personal care workers, Day Procedure Unit Staff, Activities Assistant and Domiciliary Midwifery. The position has supervisory responsibility for all staff working within the Acute and Residential care services. The position is also required to work within a multidisciplinary framework:

- Liaise with the multidisciplinary team and support the continuum of care program
- Support the point of entry philosophy by facilitating access to services and to the range of support and care programs available
- Support and coordinate volunteers in the residential setting

## Primary Roles and Responsibilities

Requirements	<ul style="list-style-type: none"> <li>• Ensure that the CEO through the Director of Clinical Services and Nursing is regularly provided material for consideration and advice on operational and financial matters that will/may affect the service priorities, strategic plans, business plans, strategies and budgets</li> <li>• Ensure that the service is managed effectively and efficiently</li> <li>• Participate in the development and implementation of operational and service plans for the service</li> <li>• Ensure the Drugs &amp; Poisons License/ Permit is current</li> <li>• Develop and maintain an effective staffing structure, establishing clear roles and responsibilities for individuals within the service</li> <li>• The NUM is deemed to be a manager within Corryong Health and holds a level of delegation as set out within the Manual of Delegation</li> </ul>
Efficient, Effective, Safe Service Delivery	<p>Comply with organisation processes in carrying out:</p> <ol style="list-style-type: none"> <li>1. Continuous Quality Improvement aligned with National Safety and Quality Health Services Standards, Australian Aged Care Accreditation Standards, National Disability Insurance Scheme and Australian General Practice Accreditation Limited.</li> <li>2. Timely and accurate completion of data relating to service delivery.</li> <li>3. Reporting of outcomes / deliverables in line with funding agreements.</li> </ol>
Professional Conduct	<p>In your position, you are responsible for:</p> <ol style="list-style-type: none"> <li>1. The interchange and management of communication with internal and external stakeholders.</li> </ol>

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	<ol style="list-style-type: none"> <li>2. Compliance with organisational code of conduct.</li> <li>3. Compliance with organisational policies and procedures, including infection control and confidentiality.</li> <li>4. Compliance with relevant legislation such as work health and safety, equal opportunity and anti-discrimination.</li> <li>5. Compliance with Code of Professional Conduct and Statement of Ethical Practice for National body relevant to this discipline.</li> <li>6. Behaving in a professionally responsible and accountable manner at all times.</li> <li>7. Compliance with Agency mandatory training Policy.</li> </ol> <p>Flexibility in working role related to changing job requirements including:</p> <ol style="list-style-type: none"> <li>1. Willingness to take on activities or tasks that may fall outside of regular duties</li> <li>2. Capacity to identify and / or respond to areas of need within the workplace on negotiation with Line Manager</li> </ol>
<p>Immunisation Requirements</p>	<p>As per the Immunisation of Health Care Workers Procedure. Table 1 Risk Assessment Categories for Health Care Worker's.</p> <p>Staff Category A Vaccinate For:</p> <ol style="list-style-type: none"> <li>1. Diphtheria/Tetanus/Pertussis</li> <li>2. Poliomyelitis</li> <li>3. Measles/Mumps/Rubella if born since 1966 – 2 doses</li> <li>4. Hepatitis A</li> <li>5. Hepatitis B</li> <li>6. Varicella (chicken pox)</li> <li>7. Influenza (offer yearly)</li> </ol>

## Selection criteria

### Essential

1. Tertiary qualifications and current registration with the Australian Health Practitioners Registration Agency as a Registered Nurse
2. Developing, implementing and monitoring policies and objectives of nursing care as they apply to units, staff and community groups
3. Coordinating the allocation of human and material resources for a health service unit such as recruitment of staff, human resource management, preparation of budgets and fiscal management
4. Monitoring and controlling the performance of nursing and support staff within the unit, and providing leadership
5. Initiating studies to evaluate the effectiveness of nursing services in the unit in relation to objectives, costs and nursing care

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6. Promoting working relationships with community agencies and health and education providers
7. Contributing to organisational objectives in relation to quality, safety and risk management

## Additional Information

Salary Package	Salary Packaging Available Employer Contribution to superannuation 9.5% Annual Leave Loading 17.5%
Hours	as per contract
Location	This position is based in Corryong
Criminal History Check	All final applicants for this position will be asked to consent to a criminal record check and a working with children check (where applicable).
ANZSCO	254311
Award / Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
Award / Agreement Pay Code	YZ11 to YZ33

I the undersigned agree to the conditions of this position description.

\_\_\_\_\_  
Signature

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Employees Name (Printed please)