

Eastern Health

POSITION DESCRIPTION

Position Title:	Associate Nurse Unit Manager
Award Classification:	RPN3 ANUM
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2021-2024
Position Reports to:	Line Report: Nurse Unit Manager Professional Report :Director of Nursing

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The role of the Associate Nurse Unit Manager (ANUM) is to support the Nurse Unit Manager (NUM) and act in their role when required. This is a position of clinical leadership and accountability that aligns with Eastern Health's Clinical Governance and operational management structures. The ANUM works with the NUM to provide effective coordination, and efficient management of the designated Unit/Department in line with the relevant Program and Eastern Health Strategic directions. This position provides clinical leadership through support and education to patients/clients and nursing/midwifery staff within the ward/unit. The ANUM, together with the NUM, forms part of the Unit management team responsible for patient/resident centred, high quality clinical care, and with the support of their Director of Nursing/Midwifery and Operations, ensure that professional standards, codes and behaviours that are legislated through Nursing & Midwifery Board of Australia (NMBA) and Eastern Health (EH) standards, policies and guidelines are upheld.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Healthcare Excellence

- Works collaboratively with the NUM to develop the systems, processes and projects required to ensure efficient, effective and responsive operation of the allocated work unit in line with the organisation's strategic direction. Deputise for the NUM when required.
- Work in conjunction with the NUM to establish effective and timely communication with patients/residents, team members, program leads, other EH departments and the public.
- Ensure personal and Unit compliance with relevant Acts, Agreements and Eastern Health Directions, Policies, Procedures and Staff Handbook and Code of Conduct.
- Ensure that all administrative functions are completed within the mandates of the position, including Program, Nursing or site driven reports and/or documentation. This includes the management of required resources within the unit.
- Undertakes investigation of incidents and risks that present / occur within unit and provides timely completion of necessary reports against actions to minimise further events or risks.
- Assist the NUM in addressing practices that are not consistent with standards, policies, guidelines, procedures and evidenced based research.
- Manage any portfolio responsibility as delegated by the NUM.
- Assist the NUM to drive timely and effective patients flow through the unit, and work with all relevant departments to ensure access and discharge planning initiatives are implemented at the unit level.
- Ensure staff treat all patients, clients, residents, visitors and staff in a courteous and non-discriminatory manner. Provide an efficient and customer focussed service.
- Employ the skills of timely and effective communication with healthcare personnel to guide and achieve optimal patient/resident performance outcomes.

Leading in Learning

- In conjunction with the NUM, work with the Occupational Health & Safety (OH&S) coordinators to identify and rectify hazards in the unit area, and raise awareness of OH&S issues as they arise.

- Work with the NUM to ensure that all nursing practice within the designated Unit is within the philosophy, intent, and standards prescribed by NMBA and Eastern Health standards, policies, guidelines and procedures.
- Ensure all nursing staff within the Unit work within their scope of practice ensuring appropriate levels of supervision and delegation undertaking undergraduate and post graduate education
- Act as part of the unit's nursing clinical leadership team, providing support and education to team members, mentors and oversees inexperienced team members, and assists the NUM to drive a culture of professional development within all levels of nursing staff within the unit.
- Assist the NUM to manage staff recruitment, retention strategies and discipline for the assigned work Unit in accordance with Eastern Health standards, policies and guidelines, and professional standards. Manage work practices in accordance with award agreements and entitlements.
- Ensure all staff are able to work in a non-discriminatory and harassment free environment.
- In conjunction with the NUM, ensure all clinical staff have active performance development plans that are reviewed at least annually. Assists with the development of systems to ensure that all clinical staff are measured against and comply with the specific competencies that may be prescribed from time to time by the Eastern Health Nursing Council.
- Manage training requirements specified by the NUM and ensure the accurate documentation to provide evidence of this training is maintained.

Leading in research and innovation

- Assist the NUM to promote a culture of continuous service improvement within the unit by monitoring standards of service and practice through the Eastern Health Quality Framework and leads the unit team to ensure that interventions are designed and implemented to address areas which fail to meet standards.
- In consultation with the NUM lead the initiatives of the Great Care Everywhere Program (e.g. Productive Ward Program), as relevant to the department or unit, with particular focus on Nursing Standards.
- Work in conjunction with the NUM to develop and progress Improvement Plans (IIPs) in line with Program and Nursing/Midwifery and EH Strategic Plans.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

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.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

Registration with the Nursing and Midwifery Board of Australian (NMBA) via AHPRA

Minimum 3 years Post Graduate experience in Mental Health Nursing

Desirable:

- Post Graduate qualifications relevant to the position and/or leadership and management.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au