



**Is a smoke free workplace**

Position Description

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**Position:** Associate Nurse Unit Manager (ANUM)

**Date:** September 2016

**Classification:**

**Employment Status:** Full Time/ Permanent Part Time/ Casual

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**Department:** Residential Aged Care Services

**Award/Conditions:** In accordance with the current Nurses award and EBA agreement.

**Accountable to:** Director of Clinical Services through the Nurse Unit Manager.

### ***Vision & Strategic Intent***

**Our Vision:**

We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing.

**We deliver on our role by being:**

- Accessible
- Collaborative
- Sustainable

**We do this through the continual pursuit of:**

- Excellence – *where we aim higher than the standards that are expected of us in everything we do.*

**At Beechworth Health Service we share the following values:**

**Respect**

Being courteous and considerate of the diversity and equality of all.

**Unity**

Encouraging participation, collaboration and a common purpose.

**Innovation**

Promoting flexibility and the exploration of new ideas and methods in everything we do, to reflect the changing needs and expectations of our community.

**Excellence**

Enhancing quality of life while meeting the highest standards of quality, safety and client centered care.

**Integrity**

Promoting professionalism and openness through honesty, fairness and ethical behaviour.

**1. POSITION OBJECTIVES**

In conjunction with the Nurse Unit Manager, co-ordinate the delivery of quality person centred care through effective clinical resource and financial leadership.

**2. KEY RESPONSIBILITY AREAS**

**2.1. Mandatory**

- To live and model Beechworth Health Service values
- Actively promote Beechworth Health Service in a positive manner.
- Ensure the provision of safe and effective care.
- Commitment to personal improvement.
- Ensure *that any person accessing Beechworth health Service will experience a person centred care approach to their care.*
- Actively and sensitively practise the principles of cultural safety and respect.
- Satisfactory police check in accordance with the requirements of the Accountability Principles 1998.

**3. GENERAL RESPONSIBILITIES**

**3.1. General**

- Support the Nurse Unit Manager in providing direction and guidance to the (Acute Unit/Residential Aged Care Units) with the Nature and Directions of Beechworth Health Service.
- Active involvement in quality processes incorporating Accreditation.
- In the absence of the Nurse Unit Manager, undertake those duties of the Nurse Unit Manager that are required to deliver efficient management of human and other resources, in a manner that actively contributes to the quality of care and to financial viability of the unit.
- Assist in the development and review of policies and procedures as required.

- In conjunction with the Nurse Unit Manager allocate staff effectively and ensure the roster is managed according to Award requirements.
- Actively leads and manages designated portfolios.
- Ensure all mandatory education requirements are met.
- Facilitate the performance development of staff through orientation, encouraging attendance at education programs, supervision and performance review to ensure the clinical competence of all staff.
- Attendance and participation in relevant meetings and forums.
- Manage the supervision of students and other staff on the unit, encouraging a culture of mentorship.
- Assess, plan, implement and evaluate patient/resident/client care with and in collaboration with other members of the health team. Involve the patient/resident/client or their representative.
- Maintain appropriate documentation to support funding instruments (e.g. ACFI, Manad).

### **3.2. Risk Management**

- Contribute to the ongoing improvement and safety of BHS through participation in the quality and risk management programs in place.
- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.
- Observe risk management principles, policies and practices
- Employ risk management principles and practices in day-to-day duties and functions.
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public.

### **3.3 Occupational Health and Safety**

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures.
- To participate in programs designed to monitor and protect the health of staff in their workplace.
- To report as soon as practicable to your Manager.
  - Unsafe equipment , work practices or conditions
  - Potential Hazards
  - Near Misses
  - All injuries sustained whilst in the performance of work duties
  - Damage to Beechworth Health Service equipment or property.

## **4. RELATIONSHIPS**

REPORTS TO:  
Nurse Unit Manager

**Supervises:**  
Registered Nurses

Enrolled Nurses  
Students  
Ward Clerk  
Activities Officers

Internal Liaisons

Chief Executive Officer  
Director of Clinical Services  
Nurse Unit Manager  
Beechworth Health Services Executive Staff  
Beechworth Health Service Staff  
Assistant Director of Clinical Services  
Allied Health Professionals  
District Nursing Staff  
Consumers  
GP's

External Liaisons

Department of Health  
Department of Health & Aging  
Accreditation Agencies  
Beechworth Surgery  
Beechworth Pharmacy  
Other Health Services  
Community Members  
Consumers

**5. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The incumbent of the position will be accountable for;

- Supporting the Nurse Unit Manager by providing Leadership in after hour's environment.
- Develop ability to assume the role of the Nurse Unit Manager as required.
- Undertaking the role in accordance with Beechworth Health Service Policies and Procedures.
- Undertaking role in accordance with Nurses and Midwifery Board of Australia regulations.
- Active involvement in accreditation processes.
- Undertaking role in accordance with legislation and funding obligations.

**6. QUALIFICATIONS AND EXPERIENCE**

- Currently registered with the Nurses & Midwifery Board as a Registered Nurse with AHPRA.
- Competent with the Australian Nursing and Midwifery Accreditation Council (ANMAC) Standards.
- Minimum of 3 years relevant clinical experience as a Registered Nurse.
- Current First Line Emergency Care (FLEC) / ALS qualifications or equivalent – Acute Unit
- First Line emergency care skills
- Experience in Palliative Care.
- Relevant experience at Person Centred Care and problem solving skills at an advance level.
- Knowledge of current back / No Lift Programs and other issues common to acute nursing.
- Current BLS competency.
- Experience in application of the Aged Care Funding Instruments (ACFI).

An Annual staff appraisal will be conducted by: Nurse Unit Manager.

An agreed set of performance indicators which will be determined annually.

As the occupant of this position, I have read and understood the above position description.

**Name:** [please print] .....

**Signature:** ..... **Date:-**.....

Attachments: Position Risk Assessment

Key Performance Indicators.

## RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

Aspects of normal workplace	Frequency	Comments
<p><b>Work Environment</b></p> <ul style="list-style-type: none"> <li>• Manage demanding and changing workloads and competing priorities Work office hours with the possibility of extended hours</li> <li>• Sitting at the computer or meetings for extending periods of time.</li> <li>• Working in a team environment and at times independently.</li> <li>• Work in locations geographically separated from the main facility.</li> </ul>	<p>Continual</p> <p>Occasionally</p> <p>Regularly</p> <p>Occasionally</p>	
<p><b>Work Activity</b></p> <ul style="list-style-type: none"> <li>• Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis).</li> <li>• Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video, electronic whiteboards, drill presses and guillotines.</li> <li>• Undertake manual handling of equipment (eg lifting, pulling, pushing, moving, transferring &amp; twisting) on a daily basis.</li> </ul>	<p>Regularly</p> <p>Regularly</p> <p>Regularly</p>	
<p><b>Work relationships</b></p> <ul style="list-style-type: none"> <li>• Work within a team environment.</li> <li>• Professional interaction with medical nursing and administration staff.</li> <li>• Interact with colleagues and other hospital staff.</li> <li>• Members of the public.</li> <li>• Patients and relatives.</li> </ul>	<p>Continual</p> <p>Continual</p> <p>Continual</p> <p>Regularly</p> <p>Regularly</p>	

## KPI'S ACTIVITY AND OUTCOME MEASURE

KPI	ACTIVITY	MEASURE	COMMENT
Attitude and behaviour are consistent with the organisational values at all times.	Behave according to the values of the organisation.	By observation, hardwiring and compliments and complaint processes.	
Attend and participate in 4 unit meetings a year.	Dates at last Meeting attended.	% of Meeting attended.	
Participate in Quality Activity, data collection and auditing.	Identify involvement in Quality Activity. - List	% of Audits completed and consumer feedback at Person Centred Care Meetings.	
Completion of Mandatory competencies.	Dates of all Mandatory competencies attended.	% of completed competencies at time of performance appraisal.	
Provide effective Clinical Leadership to staff.	Behave according to the values of the organisation.	By observation, hardwiring and compliments and complaint processes.	
Actively be involved in Portfolio activities within the unit.	Identify involvement. - List	% of Meetings attended and reports completed.	