
Role **Nurse Unit Manager – Acute Unit**

Date: July 2020

Classification: NM 10/11/12

Employment Status: Full Time

Conditions: **NURSES AND MIDWIVES (VICTORIAN PUBLIC SECTOR) ENTERPRISE AGREEMENT – 2016- 2020**

Our Vision: Caring for and working with our Community.

Our Strategic Principles:

- **Prioritise** services and activities that help people to maintain their independence.
- **Engage** with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them.
- **Maintain** a focus on consumer needs and interests at all times.
- **Work in partnership** with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need

Our Values:

- Respect
- Unity
- Integrity
- Innovation
- Excellence

Beechworth Health Service is committed to the promotion of respectful relationships, gender equality and the demonstration of a culture of zero tolerance of violence against women. Staff will complete training in preventing, recognising and responding to violence against women as relevant to their role.

Position Purpose:

The Nurse Unit Manager (NUM) is responsible for providing clinical leadership in Beechworth Health Service (BHS) Acute and Emergency care services. As a leader of the nursing team the NUM – Acute Ward is integral to day to day coordination of clinical care, as well as the operational management of the Acute Ward and Urgent Care Room. This includes supporting human resources, change management and ensuring safe care outcomes for patients and clients receiving care at BHS. This role will contribute to the coordination and delivery of quality person centred care through effective clinical, resource and financial leadership.

The NUM demonstrates a high knowledge of clinical practice, coordinating professional and collaborative health care and service consistent with the clinical, strategic and operational objectives of BHS.

The NUM will assist the organisation to meet its strategic and operational objectives in relation to acute care by providing direction and guidance to Acute Unit staff with the Nature and Directions of Beechworth Health Service.

Qualifications and Experience:

- Current registration with the Nursing and Midwifery Board of Australia as a Registered Nurse with AHPRA.
- Competent with the Australian Nursing and Midwifery Accreditation Council (ANMAC) Standards.
- Minimum of four years relevant clinical experience as a senior Registered Nurse, Associate Nurse Unit Manager level or equivalent, some of which will have been undertaken in emergency or intensive care settings.
- Knowledge of current back care/no lift programs and other OH&S issues common to acute nursing
- Current First Line Emergency Care (FLEC)/ALS qualifications or equivalent.
- Current First Line Emergency Care Skills
- Demonstrated Nursing leadership in a rural health care setting
- Favourable police check
- Demonstrated ability to cope with dynamic service demands with integrity and impartiality
- Relevant post graduate qualifications in nursing or nursing management at a tertiary level or willingness to undertake.

Key Relationships**Reports to:**

- Director Clinical Services

Supervises:

- All nurses in Acute Unit
- Ward Clerk
- Students

Internal Liaisons:

- Beechworth Health staff across all functional areas
- Staff Development Officer
- Beechworth Health Service Executive staff
- BHS Committees, Working Parties, Steering Groups and Project Teams as appropriate
- New staff and volunteers
- Patients, clients and residents
- GP's

External Liaisons:

- Community members
- Department of Health
- Department of Health & Ageing
- Accreditation agencies
- Beechworth Surgery
- Beechworth Pharmacy
- Community Groups
- Others Health Services

Key Responsibilities:**Quality**

- Participate in the leadership of quality and improvement at BHS
 - Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
 - Participate in Infection prevention and control and No Lift programs as appropriate to the role
 - Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participates
 - Active involvement in quality processes incorporating accreditation.
 - Assist in the development and review of policies and procedures as required.
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Experience

- Ensure that people accessing Beechworth Health Service will experience a person centred approach with respect to their needs
- Acknowledge customer feedback and escalate issues of concern and safety as soon as practicable with your line manager or other appropriate BHS staff member(s)
- Encourage the engagement of the consumer in the assessment of quality and experience of services at BHS
- Ensures the delivery of safe quality nursing care in line with the requirements of the National Safety and Quality Health Service Standards and provides significant leadership throughout the accreditation process

Workforce

- Participate in BHS's framework for staff development
- Act as a role model for colleagues
- Lead the team to ensure delivery of safe, quality person centred care, by coordination of services, case management and discharge planning to meet the needs of the patient
- Allocate staff effectively and ensure roster is managed according to Award requirements.
- 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
- Ensure all mandatory education requirements are met.
- Undertake role in accordance with Beechworth Health Services policies and procedures, legislation and funding obligations
- Accept responsibility for decisions and actions, have insight to personal limitations, demonstrates a willingness to receive feedback and dedication to continuous improvement.

Relationships

- Fostering a safe and respectful work environment through positive workplace behaviour and effective conflict resolution
- Ensure the treatment of others fairly and objectively, ensuring freedom from discrimination, harassment and bullying.
- The ability to maintain confidentiality and to recognise the rights, dignity and independence of all people
- Liaise with managers and assist problem solving to deal with issues as they arise
- Attend and participate in relevant meetings at BHS
- Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
- Develop and foster strategic relationships with key internal partners.
- Facilitate collaboration between the Acute Unit, Residential Units and the District nursing team to ensure appropriate continuity of care for people accessing it services.
- Attendance and participation in relevant meetings and forums.

Sustainability

- Manage the use of BHS resources efficiently and effectively within the scope of the role
 - Contribute to a culture that promotes the BHS Values
 - Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
 - Contribute to organisational wide improvement processes including compliance and improvement initiatives
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- 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
 - Ensure all appropriate services and supplies for the Unit are ordered in accordance with Beechworth Health Service Policy and Procedures.
 - Provide regular accountability reports via Monthly Accountability Meetings with Director Clinical Services,
 - Seek to achieve the best use of resources, recognising and acknowledging any real or perceived conflicts of interest.

Risk Management:

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately 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 through the risk management BHS policy/framework
- 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

Occupational Health & 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
- Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
- Attend training programs designed to monitor and protect the health of staff in their workplace
- To report to your Manager:
 - Unsafe equipment , work practices or conditions
 - Any incidents, near misses, injuries, or illnesses.
 - Potential Hazards
 - Damage or defects to Beechworth Health Service equipment or property

Accountability and Extent of Authority:

The incumbent of the position will be accountable for:

- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role (appendix 1)
- Undertaking the role in accordance with legislative and funding obligations
- Undertaking the duties of the role in accordance with BHS policies
- Operate in accordance with Beechworth Health Service's delegated authority

A performance appraisal will take place in the first 6 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined annually.

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

Name: [please print]

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

Appendix 1: Statement of Priority accountabilities 2018-2019

Statement of Priorities 2020-2021

Key areas of responsibility / Value Themes	BHS Service Plan / Strategic Plan / Statement of Priorities Accountability
Quality	Ensure effective Quality Activity, data collection and auditing as relevant to department
Experience	Ensure that any person accessing Beechworth Health Service will experience a person centred care approach to their care.
Workforce	Act as a role model for colleagues Completion of Mandatory competencies.
Relationships	Attitude and behaviour are consistent with the organisational values at all times.
Sustainability	Effective reporting of service activity measurement, hardwiring data, clinical measures and resource management.