
Role **Associate Nurse Unit Manager (ANUM)**

Date: July 2021

Department: Nursing Administration

Classification: ANUM (YW11-12)

Industrial Instrument: Health and Allied Services, Managers and Administrative Officers Victorian Public Sector Multiple Enterprise Agreement (2020-2024)

Employment Status: Full Time/ Permanent Part Time/ Casual

Reports to: Nurse Unit Manager through to Director Clinical Services or Associate Director of Nursing (ADON) After hours

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 (BHS) is committed to a diverse and inclusive workforce and follows Equal Employment Opportunity Principles. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTQI+ community and people with disability.

Position Purpose:

To assist Beechworth Health Service to meet its strategic and operational objectives in the provision of safe comprehensive care to patients, clients and residents.

The Associate Nurse Unit Manager (ANUM) role will contribute to the delivery of quality person centred care through effective clinical resource and financial leadership in conjunction with the Nurse Unit Manager. The ANUM creates a positive practice environment and is accountable for the delivery of safe clinical care of themselves and as delegated to others

The ANUM will 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.

In the absence of the Nurse Unit Manager, the ANUM will 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.

The ANUM will support the NUM by providing Leadership in after hour's environment.

Key Selection Criteria

- Currently registered with the Australian Nurses & Midwifery Council (ANMC) as a Registered Nurse with AHPRA.
 - Works within with the relevant ANMAC Standards and Professional Guidelines.
 - Minimum of 4 years relevant clinical experience as a Registered Nurse as applicable to clinical area.
 - Post registration qualification in a specialty area of practice or willingness to work towards same
 - Experience in shift coordination, delegation and supervision of others
 - Good communication skills and ability to lead a team
- Demonstrated knowledge of evidence based best practice for the delivery of safe clinical care, ie: manual handling, infection control, OH&S

Acute unit

- Current ALS Qualification
- Qualification in Current First Line Emergency Care (FLEC) - desirable
- Recent experience in emergency care and triage

Residential Aged Care

- Experience in application of the Aged Care Funding Instruments (ACFI) and appropriate documentation to support funding instruments as applicable (e.g. ACFI, Manad).
 - Recent experience in the delivery of care of the older person
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Accountabilities:

- 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
 - Works within defined Scope of Practice per AHPRA and ANMC Guidelines
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Key Responsibilities:

The incumbent of the position will be accountable to:

- Operate in accordance with Beechworth Health Service's delegated authority
 - Support the Nurse Unit Manager
 - Provide leadership, mentorship and clinical support to other staff to ensure delivery of safe care and practice
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 - Develop ability to assume the role of the Nurse Unit Manager as required.
 - Participate on committees and working groups within the organisation
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- Contribute to clinical projects/research to inform practice change
 - Act as portfolio holder and take a key leadership role in quality activities around National Standards, Aged Care Accreditation Standards and others as allocated
 - Be actively involved in quality processes incorporating Accreditation and in the development and review of policies, procedures and guidelines
 - Lead and support change activities within BHS
 - Provide formal and informal education and support to colleagues regularly relevant to portfolio and as requested
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Quality of service

- 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
 - 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
 - Promotes and supports a culture of continuous quality improvement
 - Active involvement in accreditation processes.
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Experience of service

- 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
 - 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.
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Workforce

- Participate in BHS's framework for staff development
 - Act as a role model for colleagues
 - Play a role in the induction of new members of staff
 - Promote and encourage innovative service delivery
 - In conjunction with the Nurse Unit Manager allocate staff effectively and ensure the roster is managed according to Award requirements.
 - 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.
 - Manage the supervision of students and other staff on the unit, encouraging a culture of mentorship.
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Relationships

- 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.
 - Actively leads and manages designated portfolios.
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- Attendance and participation in relevant meetings and forums. Develop ability to assume the role of the Nurse Unit Manager as required.
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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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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
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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
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A performance appraisal will take place in the first 3 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:-**.....

Statement of Priority accountabilities <insert year>

Statement of Priorities 2021

Key areas of responsibility / Value Themes	BHS Service Plan / Strategic Plan / Statement of Priorities Accountability
Quality	Promotes and supports a culture of continuous quality improvement (QI)
Experience	Demonstrates approach to customer enquiries that are consistent with BHS values
Workforce	Acts as a clinical resource, advisor and technical expert
Relationships	Demonstrates above the line behaviours in working with colleagues and other people
Sustainability	Reports issues of concern and or infection control / OH&S / OVA risk

JOB DEMANDS CHECKLIST

Beechworth Health Services endeavours to provide a safe working environment for all staff. 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.

Frequency Definitions						
I	= Infrequent	Activity may be required very infrequently				
O	= Occasional	Activity required occasionally, not necessarily all shifts				
F	= Frequent	Activity required most shifts, up to 50% of the time				
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods				
N/A	= Not Applicable	Activity not performed				
Aspects of Normal Workplace				Frequency		
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks					
Standing	Remain standing to perform tasks					
Walking	Periods of walking required to perform tasks					
Bending	Forward bending from waist to perform tasks					
Kneeling	Remaining in a kneeling position to perform tasks					
Lifting/Carrying	Light lifting and carrying					
	Moderate lifting and carrying					
	Assisted lifting (mechanical, equipment, person assist)					

Working at Heights	Ascending and descending ladders, stools, scaffolding					
Pushing / Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment					
Reaching	Arms fully extended forward or raised above shoulder					
Crouching	Adopting a crouching posture to perform tasks					
Foot Movement	Use of leg and/or foot to operate machinery					
Head Postures	Holding head in a position other than neutral (facing forward)					
Fingers/Hand/Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding					
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands					
Driving	Operating a motor-powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus, etc.					

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. emergency or grief situations					
Aggressive / Unpredictable People	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness					
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased					
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					
Noise	Environmental/background noise necessitates people raising their voice to be heard					

Biological Hazards	E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE					
Cytotoxic Hazards	Handling and/or preparation of cytotoxic materials					
Radiation	Working with radiologic equipment					
