

# Position Description



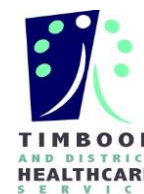
<b>Position Title:</b> Nurse Unit Manager	<b>Division:</b> Nursing											
<b>Reports To:</b> Director of Clinical Services	<b>Direct Reports:</b> Associate Nurse Unit Manager, Registered Nurse Division 1, Enrolled Nurse											
<b>Primary Objective:</b>												
<p>The Nurse Unit Manager is responsible for leading the health care team to provide safe and high quality evidence based clinical care for consumers. The Nurse Unit Manager leads by example demonstrating the ICARE values and has well-developed professional, clinical and people management skills, achieving results through collaboration, encouragement, support and information and knowledge sharing.</p> <p>The Nurse Unit Manager is responsible for the operational effectiveness of the Multi-purpose unit , including the day to day management of the clinical area, rosters, quality and safety for all, effective utilisation of resources, equipment and facilities and performance development and management of the clinical team.</p>												
<b>Position Dimension &amp; Decision Making Authority:</b>	<b>Key Communication Contacts:</b>											
<p><b>Without referral to manager –</b></p> <ul style="list-style-type: none"> <li>As per Timboon and District Healthcare Service (TDHS) Administrative Orders and instruments of Delegation</li> <li>Provide routine consumer centred nursing care oversee or carry out admission / discharge process</li> <li>Complete electronic maintenance requisitions</li> <li>Manage inter organisational transfer of patients / clients</li> <li>Ensure staffing numbers are adequate to meet industrial guidelines and patient management.</li> <li>Manage pay role system Kronos</li> </ul> <p><b>After Consultation with manager or others –</b></p> <ul style="list-style-type: none"> <li>Complex nursing issues</li> <li>Escalating clinical problems</li> </ul>	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Director of Clinical Services</td> <td>Regular communication and escalation</td> </tr> <tr> <td>Departmental Communication Meetings</td> <td>Communication/weekly/fortnightly/monthly</td> </tr> <tr> <td>Internal TDHS as per the meeting and communication framework at TDHS</td> <td>Communication and strategic planning and implementation/ as directed</td> </tr> <tr> <td>External TDHS representation as per the organisation framework</td> <td>Communication and strategic planning and implementation/ as directed</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Director of Clinical Services	Regular communication and escalation	Departmental Communication Meetings	Communication/weekly/fortnightly/monthly	Internal TDHS as per the meeting and communication framework at TDHS	Communication and strategic planning and implementation/ as directed	External TDHS representation as per the organisation framework	Communication and strategic planning and implementation/ as directed	
Contact/Organisation	Purpose/Frequency of Contact											
Director of Clinical Services	Regular communication and escalation											
Departmental Communication Meetings	Communication/weekly/fortnightly/monthly											
Internal TDHS as per the meeting and communication framework at TDHS	Communication and strategic planning and implementation/ as directed											
External TDHS representation as per the organisation framework	Communication and strategic planning and implementation/ as directed											

# Position Description



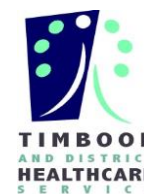
<ul style="list-style-type: none"><li>• Use of casual nurse staff</li></ul> <p><b>Referred to managers or others –</b></p> <ul style="list-style-type: none"><li>• All contact with any media organisation</li><li>• Critical / Sentinel events</li><li>• Purchase requisitions and ordering of supplies</li><li>• Complaints</li><li>• Industrial relations issues</li><li>• Work care issues or any injury to staff occurring at work</li><li>• Decisions outside of position delegation</li><li>• Decisions outside Timboon and District Healthcare Service</li><li>• HR Issues</li></ul>	
--	--

# Position Description



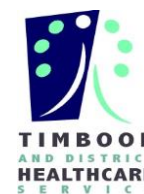
Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Clinical	<ul style="list-style-type: none"> <li>• Role Model, Supervise, mentor and encourage a high standard of care to be given by nursing staff</li> <li>• Identification of clinical situations that require urgent medical intervention</li> <li>• Supervise, plan, implement, evaluate and document outcomes of nursing practice within the clinical area</li> <li>• Liaise with other health professionals to achieve optimal outcomes of holistic care</li> <li>• Patient areas are maintained at all times in readiness to meet any clinical situation</li> <li>• Ensure assessment and referral of patients to HACC services, District Nursing, Primary Care and/or external agencies as appropriate</li> <li>• Provide assistance with patient care in bed based services when required</li> <li>• Perform any other reasonable task as directed by your manager.</li> <li>• Ensure care provided is patient centred and aligns with the NSQHS and policy and procedures.</li> <li>• Works collaboratively with DCS and Quality to ensure safe patient care</li> </ul>	<ul style="list-style-type: none"> <li>• Able to identify areas of risk and ensure a reporting culture</li> <li>• Works within scope of practice</li> <li>• Uses assessment skills to inform decision making</li> <li>• Compliance is demonstrated via documentation &amp; clinical audits</li> <li>• Undertake clinical supervision and practice when demand requires and act as a role model in the provision of contemporary care</li> <li>• Patient privacy and confidentiality is respected</li> <li>• Completes referrals</li> <li>• Clinical areas are restocked and equipment checked and functioning.</li> </ul>
2. Management	<ul style="list-style-type: none"> <li>• Assist with administrative activities of the department as required on a day to day basis including managing and co-ordinating the shift through effective prioritising and delegating.</li> <li>• Demonstrate understanding of principles of funding</li> </ul>	<ul style="list-style-type: none"> <li>• Staff feedback via satisfaction surveys</li> <li>• Number of staff/volunteer grievances/complaints.</li> <li>• Represents the clinical area and actively participates in the following meetings:</li> </ul>

# Position Description



	<p>obligations and legislative requirements for all admissions.</p> <ul style="list-style-type: none"> <li>• Supervise the standard of care given by all nurses and students on placement within the department.</li> <li>• Work as an effective team leader / member</li> <li>• Be accountable and responsible for the economic use of resources and knowledge of funding guidelines to relevant areas</li> <li>• Knowledge of and adherence to Timboon and District Healthcare Service Division Policies and procedures</li> <li>• Assist with the formulation and implementation of the policies, procedures and work instructions of the Nursing Division and recommend change, as necessary, to the Multidisciplinary Team</li> <li>• Actively participate in unit, and inter-departmental meetings as requested or nominated</li> <li>• Participate in committees to further develop nursing practice at TDHS</li> <li>• Provide backfill to the DCS whilst on leave</li> </ul>	<ul style="list-style-type: none"> <li>○ Patient Safety and Quality</li> <li>○ ANUM</li> <li>○ Clinical Services Meeting</li> <li>○ Clinical Handover</li> <li>○ Incident Reports Evaluation Meeting</li> <li>• Others as determined by Director of Clinical Services</li> </ul>
<p><b>3. Information Management</b></p>	<ul style="list-style-type: none"> <li>• Utilise TDHS's IT systems to ensure accurate development and maintenance of clinical and non-clinical documentation in a timely manner</li> <li>• All documentation will be on organisation controlled (TDHS) paperwork where applicable and include your name, designation, time and date</li> <li>• Regular monitoring of clinical &amp; non clinical documentation to ensure compliance with applicable legal and regulatory bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Patient related documentation is complete and accurate</li> <li>• Documentation complies with legal and regulatory bodies requirements</li> <li>• Maintains confidentiality and privacy at all times</li> <li>• Incidents and complaints investigated as per TDHS policy timeframes</li> </ul>

# Position Description



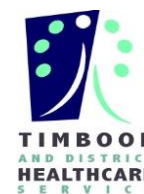
	<ul style="list-style-type: none"> <li>• Ensure client files are maintained according to the policies and procedures of TDHS</li> <li>• Review and investigate all incidents and complaints that have occurred within the department as per TDHS policies</li> <li>• All information obtained in the course of your employment will remain confidential and private. This does not cease on the completion of your employment with TDHS</li> </ul>	
<p><b>4. Human Resource Management</b></p>	<ul style="list-style-type: none"> <li>• Administration of department expenditure within the Instrument of Delegation and the Administrative Orders and Annual Budget.</li> <li>• Ensure an appropriate skill mix is reflected at all times to provide safe and quality care to patients and residents</li> <li>• Develops staff rosters in accordance with award restrictions and TDHS budget</li> <li>• Ensure Performance Appraisals are conducted annually for all reportable staff, along with conducting informal quarterly reviews with direct reports.</li> <li>• Ensure staff complete mandatory training competencies annually</li> <li>• Ensures a safe working environment for staff</li> <li>• Proactively manages staff leave to minimise leave liability and ensure staff work/life balance</li> <li>• Attends to the collection, analysis and submission of key performance indicators and other relevant data</li> <li>• Lead by example at all times by demonstrating agreed</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of Staff Performance Appraisal are completed annually</li> <li>• 100% of Staff complete Mandatory Training annually</li> <li>• Manage staff issues/complaints as per policy and procedures.</li> <li>• Escalates concerns to Director of Clinical Services.</li> <li>• Fosters a team focused culture which acknowledges and respects each staff member's level of skill, education and expertise</li> <li>• Provide feedback and coaching on team behaviours along with managing performance improvement in line with relevant TDHS guidelines</li> <li>• Works with Workforce, Training and Development to identify staff education needs on an annual basis</li> <li>• Ensure all staff and volunteers receive appropriate local orientation and training so they understand the requirements of their position.</li> </ul>

# Position Description



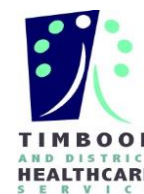
	<p>team behaviours</p> <ul style="list-style-type: none"> <li>Proactively manages recruitment and retention in line with agreed budget parameters having consideration for appropriate skill mix and patient care.</li> <li>Provide orientation and supervision of new staff/students on placement as delegated</li> </ul>	
<b>5. Professional Development</b>	<ul style="list-style-type: none"> <li>Actively participates in performance review after 12 weeks service and annually thereafter</li> <li>Undertakes annual performance appraisals with staff and set clear objectives for future development. Delegate staff performance appraisals to ANUM group</li> <li>Develop and maintain a program of professional development for staff in collaboration with DCS and Education / Innovation Manager.</li> <li>Encourages a learning culture.</li> <li>Maintain a high standard of knowledge and expertise that reflects contemporary nursing practice</li> <li>Maintain an up to date written record of professional development activities in accordance with National Registration requirements</li> <li>Undertakes minimum of 20 hrs professional development annually in accordance with national registration requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at in-service education, study days, conferences that provide training and self-development</li> <li>Ensures that Performance and Development Reviews and carried out in the required time frame and as per TDHS requirements</li> <li>Accepts constructive criticism</li> <li>Produces record of self-development at appraisal</li> <li>Manages ward in services and ensures accuracy of attendances.</li> <li>Undertakes mandatory training including but not limited to: <ul style="list-style-type: none"> <li>Basic Life Support</li> <li>Infection Control Update</li> <li>Annual Fire Training</li> <li>No Lift Competency</li> </ul> </li> </ul>
<b>6. Teamwork</b>	<ul style="list-style-type: none"> <li>Provides leadership that promotes effective team work</li> <li>Demonstrates effective communication with patients, carers, all members of the health team and other service staff</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates active listening skills</li> <li>Actively participates in discussion and contributes to decision making</li> <li>Provides constructive feedback</li> </ul>

# Position Description



	<ul style="list-style-type: none"> <li>• Ensures confidentiality of patient information</li> <li>• Ensures, promotes and disperses positive attitude and information through Timboon and District Healthcare Service</li> <li>• Collaborates with the multidisciplinary team to provide effective and coordinated care.</li> <li>• Actively participates, and leads the clinical team, in all aspects of the ICARE and other leadership programmes to promote comprehensive, organisational transformation to ensure consistent evidence-based practices and an engaged and proactive team.</li> </ul>	<ul style="list-style-type: none"> <li>• Consults with key health professionals in delivering care to a diverse patient population</li> <li>• Written communication is clear concise and accurate</li> <li>• Provides a comprehensive handover to continuing health care teams</li> <li>• Involves patient, family, significant others in patient assessment management and discharge.</li> <li>• Demonstrates consistency in communicating role expectations to staff</li> <li>• Communicates a vision that generates enthusiasm and commitment among staff</li> </ul>
<b>7. Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and ensure all staff behave and practise in line with Occupational Health and Safety legislation</li> <li>• Ensure all staff are No Lift compliant and adhere to the principles of No Lift</li> <li>• Participation in appropriate safety education and evaluation activities</li> <li>• Ensure all broken, faulty or malfunctioning equipment is reported and repaired in a timely</li> <li>• Ensure all staff follow policy and procedures for OHS areas and use the correct systems</li> </ul>	<ul style="list-style-type: none"> <li>• Has knowledge of and adheres to the OH&amp;S Act</li> <li>• Maintains competency in No Lift and adheres to the principles of No Lift</li> <li>• Has attended fire safety and evacuation exercises and has ensured that all staff have completed this and can demonstrate</li> </ul>
<b>8. Organisational Infection Control and Quality Improvement Standards</b>	<ul style="list-style-type: none"> <li>• Ensure all practice is conducted in accordance with infection control policies, procedures and standards</li> <li>• Participate in relevant organisational quality accreditation processes</li> <li>• Participation in quality improvement activities</li> <li>• Complies with all TDHS mandatory training</li> </ul>	<ul style="list-style-type: none"> <li>• Adherence to infection control and quality standard legislative requirements at all times</li> <li>• Demonstrated participation in accreditation processes</li> <li>• Evidence of continuous improvement</li> <li>• Evidence of completion of all mandated training by</li> </ul>

# Position Description



	requirements	annual date
		<ul style="list-style-type: none"> <li>Evidence of current Influenza Vaccine and willingness to obtain annually</li> </ul>
<b>9. Code of Conduct and Equal Opportunity</b>	<ul style="list-style-type: none"> <li>Develop and maintain sound knowledge of and commitment to TDHS policies and procedures</li> <li>Ensure that you engage in behaviour that treats other staff fairly, equitably and not subject to any form of discrimination or harassment</li> <li>Demonstrate and abide by TDHS's Workplace Code of Conduct, including the core values: Integrity, Compassion, Accountable, Respect and Excellence</li> <li>Participate in promoting a safe working environment</li> <li>Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers</li> </ul>	<ul style="list-style-type: none"> <li>Aware of and promotes TDHS policies and procedures</li> <li>Core values are reflected in decision making and everyday behaviour</li> <li>Adherence to the TDHS Code of Conduct</li> <li>Participation and compliance of all occupational health and safety policies and procedures (including emergency response)</li> <li>Consumers are made to feel welcome and supported at all times</li> </ul>

Key Challenges:	Key Selection Criteria (Qualifications, Experience and Personal Attributes)
<ul style="list-style-type: none"> <li>Assist with implementation of continuous quality improvement and risk management systems</li> <li>Relevant reports and recommendations presented to the DCS</li> <li>Adherence and promotion of Timboon and District Healthcare Service's core values</li> <li>Demonstrated support and partnership with all TDHS managers and staff for the purpose of promoting quality initiatives and creating a centre of excellence</li> <li>Compliance with the EBA and other relevant legislation acts</li> <li>Building partnerships with internal and external members of the</li> </ul>	<ul style="list-style-type: none"> <li>Registered Nurse Division 1 holding a current registration with the Australian Health Practitioner Regulation Agency.</li> <li>Current nursing experience in relevant clinical area.</li> <li>Minimum of 5 years post graduate experience including experience in management</li> <li>Exposure to the interpretation and application of awards and industrial agreements</li> <li>Evidence of overseeing and managing a budget, including rosters and supplies. Supported by good computer skills experience with the current NSQHS. .</li> <li>Ability to organise work in a systematic way, accurate and timely manner and be</li> </ul>



# Position Description



<p>health care team.</p>	<p>flexible in a changing environment</p> <ul style="list-style-type: none"> <li>• High level of communication / interpersonal skills and emotional intelligence</li> <li>• Demonstrated strong commitment to patient safety and quality care and</li> <li>• Evidence of clinical leadership qualities and skills to lead and manage a team and mentor others</li> <li>• Demonstrated ability to manage emergency situations.</li> <li>• Demonstrated ability to lead patient and safety continuous improvement</li> <li>• Proven ability to create and maintain a positive workplace culture and manage change</li> <li>• Knowledge and understanding of risk management</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Current competency in defibrillation or ALS equivalent</li> <li>• Tertiary qualifications or working toward some.</li> </ul>
--------------------------	--

I have read and understand the requirements and responsibilities of my Position Description.

Signed: .....

Name: .....

Date: ..... / ..... / .....