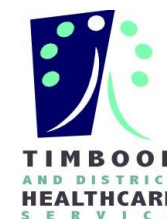


# Position Description



<b>Position Title:</b> Associate Nurse Unit Manager	<b>Division:</b> Clinical Services									
<b>Reports To:</b> Nurse Unit Manager	<b>Direct Reports:</b> Registered Nurse and Enrolled Nurse									
<b>Primary Objective:</b>										
<p>The Associate Nurse Unit Manager is to deliver a high standard of nursing care commensurate with ANMC – National Competency Standards in Nursing. They should actively demonstrate Timboon and District Healthcare Services Values in all personal and professional conduct within the workplace, provide and ensure a consumer centred approach to nursing care and know and ensure the Policy and Procedure guidelines of Timboon and District Healthcare service are adhered to by all staff. The Associate Nurse Unit Manager is to maintain a professional appearance and approach to the role at all times in all aspects of work as well as being an effective and supportive team member and leader. In the absence of the Nurse Unit Manager (NUM), it is expected that the Associate Nurse Unit Manager will manage the nursing and administrative services of the ward. It is expected that the Associate Nurse Unit Manager deliver on their assigned portfolio's as designated by the Nurse Unit Manager.</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>• Provide routine consumer centred nursing care/arrange admission 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> </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> <li>• Use of casual nurse staff.</li> </ul>		<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Department team including NUM</td> <td>To ensure effective communication/ Throughout the shift</td> </tr> <tr> <td>Other Health Professionals including Medical Officers</td> <td>Achieve optimal outcomes and delivery of patient care as needed/ As required</td> </tr> <tr> <td>Patients/Family/relatives External (Police, Ambulance, Fire)</td> <td>As required liaise with patients/primary carers and extended family in planning care needs</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Department team including NUM	To ensure effective communication/ Throughout the shift	Other Health Professionals including Medical Officers	Achieve optimal outcomes and delivery of patient care as needed/ As required	Patients/Family/relatives External (Police, Ambulance, Fire)	As required liaise with patients/primary carers and extended family in planning care needs
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<b>Referred to managers or others –</b> <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>• Workcover 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>		
<b>Key Accountabilities</b>		
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures:</b>
<b>1. Clinical</b>	<ul style="list-style-type: none"> <li>• 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>• Initiate assessment and referral of patients to HACC services, District Nursing, Primary Care and/or external agencies as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Able to identify areas of risk</li> <li>• Works within scope of practice</li> <li>• Uses assessment skills to inform decision making</li> <li>• Prioritises care</li> <li>• Initiates and delivers care to all patients within acceptable time limits</li> <li>• Provide clinical support to other registered nurses and enrolled nurses and delegate clinical work as required</li> <li>• Identifies patient needs</li> <li>• Patient privacy and confidentiality is respected</li> <li>• Completes referrals</li> </ul>

# Position Description



	<ul style="list-style-type: none"> <li>• Assist with patient care in bed based services as required</li> <li>• Perform any other reasonable task as directed by your manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical areas are restocked and equipment checked and functioning.</li> </ul>
<p><b>2. Management</b></p>	<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 obligations and legislative requirements for all admissions.</li> <li>• Supervise the standard of care given by all nurses and students on placement within the department.</li> <li>• Assist in the orientation and supervision of new staff/students on placement as delegated</li> <li>• Work as an effective team member</li> <li>• Be accountable and responsible for the economic use of resources and knowledge of funding guidelines to relevant areas</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 NUM role in periods of absence</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise daily and weekly cleaning and checking activities as listed.</li> <li>• Provide constructive feedback.</li> <li>• Promote a supportive and learning environment.</li> <li>• Be familiar with current costs.</li> <li>• Be familiar with and have a working knowledge of computer access to all policies, rosters and risk records, and be able to pass this knowledge on.</li> <li>• Participate in the review of current policies and contribute to the development of new policy.</li> <li>• Evidenced by minutes of meetings</li> <li>• 100% Mandatory training completed between dedicated months as scheduled by TDHS.</li> </ul>

# Position Description



<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> <li>• Maintain client files according to the policies and procedures of TDHS</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>	<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> </ul>
<p><b>4. Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain a program of professional development</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> </ul>	<ul style="list-style-type: none"> <li>• Attendance at in-service education, study days, conferences that provide training and self-development</li> <li>• Performance will be assessed against objectives, responsibility areas and duties and level of skill against those listed in the position description</li> <li>• Accepts constructive criticism</li> <li>• Produces record of self-development at appraisal</li> </ul>
<p><b>5. Teamwork</b></p>	<ul style="list-style-type: none"> <li>• Work as a leading team member within the department</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates active listening skills</li> </ul>

# Position Description



	<ul style="list-style-type: none"> <li>• Demonstrates effective communication with patients, carers, all members of the health team and other service staff</li> <li>• Ensures confidentiality of patient information</li> <li>• Collaborates with the multidisciplinary team to provide effective and coordinated care.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participates in discussion and contributes to decision making</li> <li>• Demonstrates a positive attitude and expectations from staff</li> <li>• Provides constructive feedback</li> <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> </ul>
<b>6. 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 requirements</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 annual date</li> <li>• Evidence of current Influenza Vaccine and willingness to obtain annually</li> </ul>
<b>7. 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> </ul>	<ul style="list-style-type: none"> <li>• Aware of and promotes TDHS policies and procedures</li> </ul>

# Position Description



	<ul style="list-style-type: none"> <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 TDHS's Workplace Code of Conduct, including the core values: Accountable, Excellence, Respectful, Integrity and Compassion</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>• 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>
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# Position Description



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 NUM</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>• Exposure to the interpretation and application of awards and industrial agreements</li> <li>• Computer literacy</li> <li>• Ability to organise work in a systematic way, accurate and timely manner and be flexible in a changing environment</li> <li>• Professional, friendly and a team player disposition who is capable of representing the department and organisation effectively</li> <li>• Demonstrated skills in leadership and teamwork</li> <li>• Demonstrated ability to manage emergency situations.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Current competency in defibrillation or ALS equivalent</li> <li>• IV cannulation</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: ..... / ..... / .....