

Position Description

Position Title:	Associate Nurse Unit Manager (ANUM)
Main Department:	ACUTE
Facility:	All staff are required to work across the facility should it be required to fulfil contractual hours.
Code and Classification:	YW11 - YW12 (RN, ANUM Years 1 - 2)
Award & EBA:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020
Cost Centre:	A0352
Reports to:	Acute Unit Manager
Performance Appraisal:	Upon completion of 6 month probationary period and annually thereafter

POSITION OVERVIEW:

To provide leadership to the nursing team to bring about positive patient outcomes.

KEY SELECTION CRITERIA:

Essential:

1. Current satisfactory police check on commencement (dated within last 6 months) and every three years after commencement.
2. Excellent interpersonal, communication and organisational skills
3. Registered Nurse
4. Current Registration with Australian Health Practitioner Regulation Agency
5. Up to date immunisations
6. Strong clinical and supervisory skills.

Desirable:

1. Previous experience related to this position
2. Working with Children Check
3. Computer skills in use of Microsoft products (Outlook, Word and Excel).

Individuals Responsibilities:

1. Adherence to the Behaviours, values and mission statements
2. Participation in performance appraisal annually

3. Attendance at all Mandatory Education annually and complete annual competencies
4. Attend departmental staff meetings monthly or where unable to do so, sign register of meeting minutes
5. Provide excellent customer service at all times
6. Review position description with Manager at the annual appraisal
7. Be familiar with and comply with all policies (expected outcomes) and procedures (guidelines) of NDHS.
8. Maintain professional registration relevant to your position of employment
9. Comply with all legislation, acts and law relevant to your role including, but not limited to the Occupational Health and Safety Act, Equal Opportunity Act, Privacy Act and the Code of Conduct
10. Work in accordance with Worksafe Authority and NDHS guidelines
11. Participate in professional development
12. Participate in reviewing and updating guidelines and work practices
13. Participate in departmental continuous improvement plan and audit program and other Continuous Improvement activities.
14. Maintain standard precaution and follow NDHS Infection Prevention and Control Guidelines.
15. Compliance with professional registration code of conduct.
16. Represent NDHS in a professional manner at all times
17. Work in a team and actively participate and contribute to planning and decision making
18. Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.

Inherent Requirements

Work Environment

- Manage demanding and changing workloads and competing priorities
- Position will be to some degree autonomous and will require advanced time management skill
- Sitting at the computer or in meetings for extended periods of time

Work Activity

- Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis)
- Use technology for example computers, photocopiers, telephones including mobiles, fax, and televisions.
- Undertake manual handling of equipment (e.g. lifting, pulling, pushing, moving, transferring, twisting) on a daily basis in accordance with OH&S guidelines.
- Undertake activities that require walking throughout the whole of NDHS facility in order to perform position description duties.

Work Relationships

- Work within a team environment
- Professional interaction with medical, nursing and admin staff

- Interact with colleagues and other hospital staff
- Interact with members of the public
- Interact with patients and relatives

DUTIES:

Leadership and Management:

- Actively participate in the Performance Management process including appraisal of staff in consultation with Unit Manager.
- Provide education to staff and students in line with unit education plan.
- Supervise and participate in training of staff and students on placement.
- Provide information regarding service delivery to external agencies.
- Act as a resource person to assist and monitor documentation.
- Be a resource person for other team members.
- Report issues of concern to the Unit Manager.
- Demonstrate the ability to work in conjunction with and relieve as required the Unit Manager.
- Demonstrate effective communication throughout the team.
- Assist with Human Resource management.
- Attend rosters in the absence of the Unit Managers and cover Sick Leave.
- Accept accountability for the general nursing care of assigned clients/Residents.

Professional Skills and Abilities:

- Undertake emergency training and C.P.R competency annually.
- Undertake a minimum of two professional education/study leave days pro rata per annum.
- Maintain competency in clinical procedures appropriate to area.
- Promote and provide education regarding delivery of service to clients, families, and carers.

Specific Accountability:

- Maintain a portfolio and provide relevant education and reports to staff meetings.
- Promote and maintain documentation in accordance with best practice, funding and legislative requirements.
- Promote and provide education regarding delivery of service to clients, Residents, families, and carers.
- Act as an advocate to client/Resident/families/carers.
- Assist clients/Resident/families/carers to make informed decisions.
- Encourage client/Resident/families/carers to participate in decisions making regarding care.
- Assist the client/Resident/families/carers when possible in the resolution of problems.
- Work in collaboration with other health professionals to plan and deliver care
- Responsible for monitoring the condition of clients and facilitating the necessary intervention.

OUR VISION

- To be recognised as a leader in rural health and community services.

OUR MISSION

- To deliver through innovation, collaborative partnerships and resource effectiveness, services that provide for the health and wellbeing of the individual and the community.

ORGANISATIONAL VALUES

Respect:

We value that *all individuals* have the right to be supported in a way that maintains privacy, dignity and safety. We, as individual employees, commit to showing respect to all people and their roles within this organisation, our community or for any other person who comes in contact with Numurkah District Health Service.

Trust:

We will be honest, open and dependable.

Compassion:

We will show empathy at all times on an emotional, physical, spiritual and cultural level.

Responsibility:

We will be accountable for our own actions and behaviours. We will fulfil our role as employees of Numurkah District Health Service and in accordance with the Victorian Public Sector Commission Code of Conduct for public sector employees. We have a responsibility to provide a learning environment and we are responsible for our own development and learning.

Expected Behaviours

To achieve a healthy organisation, NDHS expects the following behaviour:

- We are honest and open at all times
- We are accountable for our own actions (behaviours)
- We work collaboratively with a team approach
- We acknowledge everyone has the right to be treated with respect and fairness
- We respond to our roles and responsibilities with commitment, efficiency and in an appropriate time frame
- We consider environmental factors in our work practice
- We provide excellent customer service through responsiveness and effective communication

Employee:

Name _____ Signature _____ Date ___/___/___