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| **Position Title** | Associate Nurse Unit Manager  |
| **Position Number** | N5887 |
| **Department** | Perioperative Services |
| **Classification** | ANUM  |
| **Agreement**  | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-20  |
| **Reports to:** | Nurse Unit Manager, Perioperative Services  |

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| **POSITION DESCRIPTION** |  |

**Position Purpose**

The Associate Nurse Unit Manager (ANUM) is a senior position that encompasses management responsibilities, particularly in the day-to-day organisation of the dialysis unit. The ANUM works as a member of a multidisciplinary team that provides quality client-focused care ensuring a holistic approach to the patient, and their carers. The ANUM will act as a role model by encouraging a best practice philosophy amongst the staff and practice within the core values of EGHS

**Department / Unit Specific Overview**

EGHS’ Perioperative department offers a wide range services to meet the needs of the local community and the surrounding region. The perioperative services include two operating theatres, day procedure unit – 6 bays, central sterile supply department, recovery room – 4 bays and a renal dialysis suite – 7 chairs. We offer a range of surgical procedures performed by our resident and visiting surgeons, these include; general surgery, gynaecology, ophthalmology, orthopaedics, urology, dental, Ear nose and throat, caesarean section and certain emergency surgeries.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’.  We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

1. A system geared to prevention as much as treatment
2. Everyone understands their own health risks
3. Illness is detected and managed early
4. Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

1. Care is always there when people need it
2. More access to care in the home and community
3. People are connected to the full range of care and support they need
4. There is fair access to care

**BETTER CARE**

1. Target zero avoidable harm
2. Healthcare that focuses on outcomes
3. People are active partners in care
4. Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY%2C%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Manage and be accountable for a portfolio / project as delegated by the NUM
* Responsible for workload delegation, ratios and maintaining a safe working environment including appropriate skills mix of staff to patient needs
* Ensures and promotes an excellent standard of care and service delivery in partnership with patients / residents, consumers and community at all levels of health care provision, planning and evaluation
* Accepts responsibility for own actions, providing clinical oversight to nursing practice within the designated area and recognises limitations in practice and abilities and seeks input from more experienced clinicians and help as necessary
* Provide physical, emotional and environmental assistance for patients in addition to supporting the team by counselling and education
* Provide expert input into the planning, delivery and evaluation of nursing care in partnership with the patient / resident and the multidisciplinary team
* Assist the Unit Manager in the leadership and co-ordination of staff rostering, recruitment and retention of workforce and operational workflows
* Assist the Unit Manager by providing expert guidance, mentoring and supervision to other practitioners and students ensuring ongoing professional development opportunities for all staff
* Demonstrate accurate, complete and up-to-date documentation in line with EGHS policies and maintain a high documentation standard of all staff within the designated area
* Lead the usage and implementation of evidence based clinical practice and provide guidance and support to all staff to encourage best practice
* Provide leadership in co-ordination with the Unit Manager for service development and quality improvement activities within your designated area
* Ensure that all patients, residents, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination
* Managing the complaints process of staff and providing facilitating discussion with all relevant stakeholders including patients / residents and family
* Undertake the admission and discharge of patients to a high standard as required by your area of work
* Assist the Unit manager in financial performance and management

**Key Performance Indicators**

* Participate in professional development.
* Assist and encourage staff to pursue education opportunities.
* Participate in annual Mandatory Education Program as required.
* Maintain annual competencies and attend training as required.
* Accuracy and timeliness of work completed.
* Process understanding and completion.
* Relationship building.
* Process improvement.
* Annual professional development plan.

Key Selection Criteria

**Essential Criteria:**

* Current Registered Nurse with AHPRA
* Extensive experience of the accreditation process within the designated area
* Demonstrated leadership capacity and management skills with a commitment to EGHS strategic and operational goals
* Demonstrated advanced clinical nursing skills including the ability to undertake detailed physical assessments within scope of practice
* Demonstrated excellent written and verbal communication, co-ordination and organisational skills
* Demonstrated ability to lead care provision and foster collaboration as part of a multidisciplinary team
* Commitment to flexibility and innovation in practice including an evidence based approach to care
* Current drivers licence

**Must comply to having or completion of:**

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)

 **Desirable Criteria:**

* Post-graduate qualification in a specific field of nursing / management or working towards

**Acknowledgement**

Employee Signature:

Employee Name: Date:

Manager Signature:

Manager Name: Date:

**Developed Date: March 2019**

**Developed by: Director Clinical Services**