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| **Position Title** | Associate Nurse Unit Manager - Dialysis |
| **Position Number** |  |
| **Department** | Dialysis |
| **Classification** | ANUM |
| **Agreement** | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-20 |
| **Reports to:** | Manager of Perioperative Services – Direct  Director of Clinical Services - Indirect |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To provide excellent and holistic care to the dialysis client. To act as a mentor to staff and students in the field of Haemodialysis.

**Department / Unit Specific Overview**

The EGHShaemodialysis unit consists of seven dialysis chairs. The unit runs 6 days a week (Monday to Saturday) from 0700hrs-1530hrs. We are a satellite unit of the Royal Melbourne Hospital.

**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 2015-18 is underpinned by our organisational values and behaviours - ‘improving the health of our community’ and incorporates 7 key goals which are pivotal in achieving our vision of being leaders in rural health care:

1. Develop a service that is responsive to community needs
2. Improve the health status and experiences of our community
3. Expand service workforce and system capacity
4. Increase the financial sustainability and productivity of EGHS
5. Continuous improvement and innovation
6. Increase accountability and transparency
7. Utilise e-health and communication technology.

**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,%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**

* **T**o provide haemodialysis to clients in the dialysis unit.
* To participate in and help co-ordinate client care in a holistic and patient centred manner and based on best practice guidelines.
* Assist the Manager of Perioperative Services to manage and maintain staffing requirements within the Dialysis unit
* Ensure fair and equitable rostering
* Delegation of work tasks and patient allocation on a daily basis.
* Ensure effective communication occurs between dialysis unit staff and other members of the multi-disciplinary team responsible for management of haemodialysis clients.

**Key Performance Indicators**

**Leadership and Professional Practice**

* Demonstrates practice within the Vision, Mission and Values of EGHS.
* Function in accordance with legislation, professional standards and practice guidelines.
* Work collaboratively with all Perioperative unit staff at EGHS and other departments and outside services.
* Where appropriate Leads, directs and supervises staff ensuring a high standard of resident care is delivered.
* In partnership with other RN’s accepts the responsibility for the outcomes of nursing care practice in the unit.
* Addresses practices that are not consistent with practice guidelines, policies and procedures and evidence based practice

**Human Resources Management**

* Demonstrates application of knowledge to support quality health care, a competent workforce and a satisfying work environment for staff.
* Manage work practices in accordance with award agreements, entitlements and recognised best practice.
* Is involved in continuing education and personal development.
* Be involved in annual performance review.

**Business Management**

* Demonstrates leadership and application of knowledge to operate within the agreed budget for the Department and facility and the organisation’s Financial Management framework.
* Demonstrates efficient use of resources.
* Ensures that appropriate levels of stock are maintained.
* Demonstrates sound computer skills

**Quality Governance**

* Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high quality health care through continuous improvement.
* Demonstrate a commitment and involvement in relevant accreditation processes
* If required monitor and mentor graduate nurses progress in relation to assessment and competencies
* Ensure all legislation pertaining to curricula, records and documentation are complied with
* Actively promote and participate in quality improvement activities.
* Comply with EGHS integrated risk management framework.
* Actively participate in the monitoring and audits related to the NSQHSS standards.

**Learning Organisation**

* Demonstrates commitment to personal and professional development and participate as an active member of a team.
* Assist and support the professional growth and development of staff within the facility.
* Assist and encourage staff to pursue education opportunities.
* Develop knowledge of contemporary nursing standards.
* Maintains current knowledge to ensure best practice is used to develop new procedures and policies.

**Information Management**

* Demonstrates knowledge and application of skills to ensure the organisation’s information management goals are met.
* Possesses the ability to use EGHS information systems.
* Demonstrate ability to critically analyse and effectively utilise data to support and improve care and service delivery.
* Demonstrated computer skills with programs such as word and excel

**Organisational Expectations**

* Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors

**Facilities and Equipment**

* Responsible for the reporting of any malfunctioning equipment and/or facility to the manager.

**Occupational Health and Safety**

* Ensure compliance culture with “No Lift”.
* Attendance at Mandatory in-service sessions on emergency procedures.
* Accident/incidents are appropriately documented in timely manner and relevant preventative action taken.

**Equal Employment Opportunity**

* Adhere to EGHS Equal Employment Opportunities policies and practices.

**Privacy and Confidentiality**

* Ensure that the affairs of EGHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of EGHS.

Key Selection Criteria

**Essential Criteria: (including minimum qualifications)**

* Current Registered Nurse with the Australian Health Practitioner Regulation Agency.
* At least five years experience working as a Registered Nurse
* Extensive haemodialysis skills and knowledge
* Management experience
* Post graduate qualifications in renal nursing (or working towards)
* Knowledge of chronic disease management
* Demonstrated advanced clinical nursing skills including the ability to undertake physical assessments within scope of practice.
* Demonstrated well developed written and verbal communication, coordination and organisational skills.
* Well-developed interpersonal skills and the ability to work as part of a small team.
* Demonstrated advanced computer skills.

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 Management qualification (or working towards)*

**Acknowledgement**

Employee Name:

Employee Signature: Date:

Manager Name:

Manager Signature: Date:

**Developed Date: June 2021**

**Developed by: Kirsten Carr, Manager, Perioperative Services**

**Date of next Review: June 2022**