



## HR47

### POSITION DESCRIPTION

### NEERIM DISTRICT HEALTH SERVICE

Position Title: *Associate Nurse Unit Manager – Hospital and Aged Care*

Program: *Hospital and Aged Care*

Reports to: *Nurse Unit Manager, Hospital and Aged Care*

#### **Our Purpose**

To provide high quality care in an environment in which the organisation can flourish

#### **Our Vision**

To be considered the most highly valued provider of community and individual wellbeing

#### **Our Values**

A passion and commitment for what we do

Professionalism, respect for all and a commitment to diversity and social inclusion

A commitment to quality and continuous improvement

Enthusiasm in working together for a common goal to meet the changing needs of our community

#### **Organisational background:**

Neerim District Health Service (NDHS) is a private not for profit organisation. It is incorporated under the Associations Incorporation Reform Act (2012) and is located in the township of Neerim South with a population of 1300.

NDHS has a 90-year history serving the community and there is continuing strong community support for the organisation. NDHS has an elected Board of Management who have a strong mix of professional skills and an active interest in the community and its development.

The organisation has a mix of services including:

- 25 register residential aged care beds with full Accreditation achieved in April 2018
- 8 hospital beds
- 10 bed active day procedure theatre with a mix of public and private surgery
- Commonwealth funded Short Term Restorative Care (STRC) Packages
- NDHS is registered with the Department of Health and Human Services as a private hospital
- Provision of Meals on Wheels services

NDHS has the equivalent of 40 full time staff made up of approximately 90 full time, part time or casual staff. There is also a very active volunteer base.

**Position objective:**

The Associate Nurse Unit Manager (ANUM) is responsible to the Director Clinical Services (DCS) and the Chief Executive Officer/Director of Nursing (CEO/DON) for the provision of high quality comprehensive and individualised patient/resident care and to ensure the continuity of management of the hospital, aged care and emergency stabilisation. This position is responsible for providing professional leadership and the maintenance of clinical standards and quality care.

The ANUM is an integral member of the organisation's management and leadership team and works in partnership with the DCS and the CEO/DON to:

- Provide clinical leadership and direction to all staff to ensure that person-centred care is maintained at a high standard.
- Act as a professional and clinical role model for all staff in setting clinical standards and achieving high quality evidence informed nursing care.
- Provide advanced clinical knowledge and skills while assuming a management focus in the hospital and aged care unit.
- Ensure the well-being of the patient / resident and family is the primary focus of care within the hospital and aged care unit.
- Be prepared to assume the role, responsibilities and authority of the DCS in their absence and as such is able to assume the administrative operation of the hospital and aged care unit.
- Accept responsibility and are accountable for designated management portfolios and projects.

**Organisational responsibilities:**

- Perform duties within the context of NDHS philosophy, values and policies and procedures
- Acknowledge and respect the diversity in the nature of our residents, patients and clients and the many aspects of their lives – physical, psychological, spiritual and social
- Work as per your contract of employment, relevant Award / Agreement and agreed roster
- Read and understand all policies and procedures including all revised policies and procedural documents
- Understand and work within the Risk / Quality Management Framework including policies, procedures, tools, templates and reports as applicable throughout the organisation
- Work within the parameters of general legislative compliance – including but not limited to OHS laws and guidelines, Fair Work Australia Act, Aged Care Act, Privacy Act, Health Records Act
- Follow the objectives of the strategic and operational plans as directed by the CEO

**Position responsibilities:****Clinical Care**

- Demonstrate and ensure a commitment to high quality patient/resident care in partnership with patients/residents and their significant others, and other members of the multi-disciplinary team
- Ensure care is provided in accordance with NDHS Policy and Procedures and National Safety & Quality Healthcare Standards.
- Practice and monitor staff practice in accordance with the relevant standards prescribed by the APHRA and NDHS Clinical policies and procedures.
- Ensure staff practice the principles of ethical decision making and evidence-based practice
- Work within scope of nursing practice and ensure all staff work within their own scope of practice

- Recognise and report adverse events and incidents to the DCS or delegate.
- Commitment to flexibility and innovation in practice including an evidence-based approach to care.

### **Management**

- Accountable for portfolios and projects as directed by the DCS including:
  - Aged Care residential admissions and agreements
  - Medicare claiming and ACFI compliance
  - Facilitation of monthly Resident and Relative meetings for aged care
  - Staff education and professional development
  - Emergency stabilisation readiness
  - Policy, procedure and work instruction review and development
- Participate in meetings and work groups as designated including:
  - Quality and Safety Committee
  - Accreditation preparation
- Facilitate regular team meetings
- Contribute to the effective budgetary management of the hospital and aged care unit including:
  - Monitoring stores, supplies and pharmaceuticals
  - Monitoring and managing labour/workforce costs
  - Ensuring equipment maintenance (preventative and reactive)
- Work with the DCS and the CEO to ensure new business opportunities are identified and realised
- Ensure effective and collaborative partnerships with key stakeholders including General Practitioners

### **Leadership and Human Resource management**

- Support the DCS to provide effective management, leadership and supervision to staff
- Assist the DCS with the management of human resources including:
  - Ensure timely and appropriate rostering for all staff
  - Ensure workload delegation and appropriate skill mix of staff
  - Ensure regular team meetings
  - Annual performance reviews for all staff
  - Maximising productivity by monitoring and adjusting staffing requirements and activity levels
  - Assist with the recruitment and selection of staff
  - Ensure staff completion of applicable annual mandatory training requirements.

### **Quality Improvement, Governance and Risk Management**

- Identify and investigate incidents, accidents and risks and analyse and implement strategies to reduce incidents/accidents
- Monitor complaints and ensure timely and objective investigations and implementation of appropriate actions to remedy
- Work closely with the DCS, CEO and Quality and Safety Committee to review and/or design policies, procedures and work instructions as required
- In collaboration with the DCS, CEO, staff and the Quality and Safety Committee, actively participate in strategies and projects to ensure maintenance of accreditation status
- Ensure all staff are compliant with all relevant legislation, regulatory requirements, professional standards and guidelines including OH&S legislation

**Key Selection Criteria:**

- An APHA Registered Nurse Division 1
- Previous and demonstrated leadership experience in Aged Care, acute and/or sub-acute
- Well-developed communication, interpersonal, critical thinking and problem-solving skills
- Proven track record in building and maintaining effective working relationships with a range of internal and external stakeholders and the ability to influence people and lead change
- Strong personal ethics and a conscientious approach
- Highly developed verbal and written communication skills
- Demonstrated computer skills at the level required to fulfil the role.
- Commitment to continuous quality improvement
- Excellent time management skills and the ability to manage many different demands and work priorities.

**Mandatory Qualifications, skills and experience:**

- Registered Nurse Division 1 – APHA registered in Victoria
- Advanced Life Support qualifications and/or a commitment to attaining within 6 months
- Leadership and in-charge experience

**Desirable Skills & Competencies:**

- Post graduate qualification in a health-related field
- Experience in aged care or aged care related field and knowledge of ACFI
- Experience in a Not for Profit organisation

**Employment conditions:**

- Salary and conditions are in accordance with your individual employment agreement and the NDHS EBA
- NDHS operates under an Equal Opportunity Policy and Occupational Health & Safety Policy in accordance with current legislation.
- The ANUM is expected to conduct her/himself with professional integrity towards residents, patients and clients
- Under the Accident Compensation Act, it is the applicant's duty to advise NDHS of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- Under the relevant State and Commonwealth legislation, all applicants applying for positions working in Aged Care are required to undergo a National Police Check and sign a Statutory Declaration. NDHS also requires that all applicants provide evidence of current Working with Children's Certificate prior to commencement of employment.

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_