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| Position Title | Associate Nurse Unit Manager |
| Site/Location | Mornington |
| Unit/Department | Briars / Day Infusion / Coolart / ICU / Maternity / Theatre / Dialysis |
| Classification | As per EA or Award |
| Reports to | Nurse Unit Manager |
| Supervisory responsibilities | <ul style="list-style-type: none"> Registered Nurse Enrolled Nurse Registered Midwife Graduate Nurses Student Nurses |
| Key relationships | <ul style="list-style-type: none"> Director of Clinical Services, Infection Control, Quality Program, Catering, Environmental Services, Administrative Services, Supply, Maintenance and other Programs or projects that affect the Unit for which they are is responsible Visiting Medical Officers and their Practice Managers Hospital Executive & Management Hospital Staff & Volunteers |
| Overall Job Purpose | <p>The Associate Unit Manager is an important member of the nursing unit who is responsible and accountable for the unit in the absence of the Nursing Unit Manager.</p> <p>The Associate Nursing Unit Manager assumes responsibility for their own actions whilst promoting and practicing professional standards of practice and conduct within his/her unit and the whole organisation.</p> |
| Values | <p>Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc.</p> <p>At The Bays Healthcare, we seek to pursue the following values:</p> <p>Integrity Being honest in our dealings with others.</p> <p>Compassion Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.</p> <p>Accountability Being responsible for and mindful of the consequences of our actions.</p> <p>Respect Acknowledging the rights and opinions of others as we work together as a team.</p> <p>Excellence Continually improving quality and efficiency.</p> <p>If we all embrace an “I CARE” philosophy, we will be successful as individuals, as an organisation and as a community.</p> |
| WH&S | <ul style="list-style-type: none"> Present fit for work and able to undertake duties in line with the physical inherent requirements of the role Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely Adhere with the current Work Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 Identify, assess, prioritise and control risks to health & safety of employees, patients, residents, contractors and visitors Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures |
| Quality and Risk Management | <p>Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities.</p> <p>These policy and procedures include:</p> <ul style="list-style-type: none"> Organisational Clinical Infection Control WH&S Emergency Response Aged Care Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, ICU Environmental Services Administration Catering Participate in the organisation’s accreditation processes Be compliant with and have a sound understanding of ISO 9001:2016 |

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| | <ul style="list-style-type: none"> • Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital, the current Aged Care Quality of Care Principles and Standards • Participate in the organisation’s Quality Management and Control program • Participate in the collection of Clinical and Process indicators • Understand the Severity Assessment matrix and reporting system • Implement and undertake case reviews, peer review and improvement proposals as required • Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy • Adhere with the current Occupational Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 • Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment • Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules |
| Professional Development and Performance Appraisal | <ul style="list-style-type: none"> • Demonstrate responsibility for own professional development by continually updating professional knowledge and skills. • Collaborate and build the team by exchange of knowledge and skills • Participate in own and lead team performance appraisals in line with organisation expectations • Complete mandatory and compliance education as required annually and bi-annually as set out in the Mandatory Education policy |
| KPIs/ Measures | <ul style="list-style-type: none"> • KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically. |
| Major Responsibilities Patient Care | <ul style="list-style-type: none"> • Provide direct nursing care to a group of patients with complex nursing care needs and demonstrate expertise to act as a role model • Co-ordinate nursing care for the unit and be accountable for the standard of care delivered • Ensure staff provide courteous and prompt service to patients, visitors and other staff • Ensure a high standard of care is maintained • Maintain privacy and confidentiality with regard to patients condition and medical records • Maintain good knowledge of all emergency procedures, acting as Unit Warden when required to ensure patients safety • Communicate and liaise with all members of the health care team in planning, delivery and evaluation of patient care |
| Unit Management | <ul style="list-style-type: none"> • Demonstrate accountability for cost control and the utilisation of resources effectively (labour hours, skillmix and equipment) • Assume responsibility and accountability for setting appropriate staffing levels for the subsequent shifts • Actively participate at relevant meetings. Attending a minimum of 5 Unit Meetings annually and attending a minimum of one WH&S Committee Meeting and one Infection Control Committee Meeting annually • Assume responsibility to Chair Unit Meetings as planned with the Nurse Unit Manager throughout the year • Ensure the adequate supervision and appropriate utilisation of Registered Nurses and Enrolled Nurses in the delivery of care to patients. • Assist in monitoring a department environment which facilitates patients’ comfort, safety and efficient nursing care • Make recommendations regarding changes to practice and procedures as appropriate • Assist in the regular review of the nursing units’ objectives • Be aware of the legal requirements for safe-keeping and administration of drugs • Assist the Nurse Unit Manager in performance appraisals of staff within the unit |

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| | <ul style="list-style-type: none"> Proactively be involved at Clinical Practice Committee meetings, attending a minimum of 3 per year <p>KPIs/ Measures</p> <ul style="list-style-type: none"> Understanding and adherence to labour KPIs and expectations Undertaking an active role in unit and organisation meetings and portfolio work |
| Education and Research | <ul style="list-style-type: none"> Participate in orientation, training and assessment of new staff, student and graduate nurses Successfully attain competency in CPR each year Actively participate in the WH&S Manual Handling Program, completing all tasks and assessments annually and proactively being involved at the unit level to mentor all staff through the program Participate in a minimum of 6 in-service education sessions available within the organisation Attend a minimum of one fire and safety training session every 2 years alternating yearly with a minimum of one warden training every two years Demonstrate a working knowledge of all emergency procedures and equipment within the hospital |
| Clinical Professional | <ul style="list-style-type: none"> Comply with the Nursing Professions' Code of Ethics To comply with and practice within the Nursing Professions' Scope of Practice Maintaining current professional knowledge and skills for management / clinical competency. Provides effective leadership and is an effective role model to staff. Practices safe working procedures and complies with Health and Safety policies and procedures. Promote a safe working environment by identifying and reporting hazards. |
| Customer Service | <ul style="list-style-type: none"> Responsible for the creating and maintaining a customer focused, courteous and hospitable environment. This includes; <ul style="list-style-type: none"> Ensuring all customers and visitors are greeted, their queries and questions are answered and the service provided is of a high quality in line with their needs and expectations Assist in ensuring all areas of the Hospital are kept in a clean and tidy state and all maintenance requirements are requested as soon as possible using the MEX application. This may require team members to request and follow up on support from the Hospitality Services or Maintenance team Develop and maintain a strong understanding of acute care services and apply this knowledge to interactions with customers Ensure any general enquiries from patients, potential patients, families and other visitors are handled efficiently and professionally and all relevant information is collected and stored Escalate compliments, concerns and complaints in line with The Bays Healthcare Group policies and procedures Ensure any issues are escalated in line with The Bays Healthcare Group policies and procedures |
| Security Check | Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc. |
| Immunisations | To receive mandatory vaccinations or meet the criteria for exemption. |
| Qualifications / Experience - Mandatory | <ul style="list-style-type: none"> Registered Nurse Division 1 or Registered Midwife currently registered with the Australian Health Practitioner Regulation Agency Excellent clinical skills Minimum 3 years post registration experience Proficient skills in Microsoft Word and Outlook |
| Qualifications / Experience- Desirable | <ul style="list-style-type: none"> Experience in a management role Experience within private health sector |
| Personal Competencies Required | <ul style="list-style-type: none"> Excellent communication skills with the ability to work collaboratively and motivate others Well-developed time management skills with a high degree of initiative The ability to problem solve and be competent in escalation of care when required |



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| Job Competencies Required | <ul style="list-style-type: none">• Demonstrated ability to provide leadership ensuring best practice in patient care and staff management• Effective human resource and communication skills and ability to manage a diverse team to achieve positive outcomes• A demonstrated commitment to professional development• Experience and knowledge in departmental financial budgeting and demonstrated ability to utilise information technology to enhance practice |
| Inherent Requirements | <ul style="list-style-type: none">• Able to fulfil the inherent requirements of the role as per the Job Demands Checklist• Able to use equipment and tools safely and without physical or other restriction• Undertake assessment of ability to physically and mentally meet the requirements of the role• Manual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements |

Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: _____
Signed, Manager Title

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Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: _____
Signed, Employee

/ /
Date

Print Name, Employee