

Western District Health Service

Position:	Associate Nurse Unit Manager
Classification:	RN ANUM YW11-YW12 (according to years of experience)
Reports To:	Unit Manager
Hours of Duty:	As rostered
Award and Conditions:	Nurses (Victorian Health Services) Award 2000 Nurses (Victorian Public Health Sector) Multiple Business Agreement 2007-2011
Minimum Qualifications:	Registered Nurse Division One Relevant tertiary qualification or equivalent

PRIMARY OBJECTIVES:

Contributes to the effective nursing practice by:

- Assisting the Unit Manager in planning, implementing and monitoring effective nursing.
- Practice within the ward/unit.
- Providing direction and supervision of staff.
- Acting as a senior nursing staff member within the unit/ward.
- Assuming the Unit Manager role when the need arises.

Contributes to the goals and objectives of the ward/unit by:

- Setting objectives with the Unit Manager.
- Assisting to implement the appropriate direction, programs and organisation.
- Monitoring the process and evaluating outcomes.

Contributes to the effective provision of high quality nursing practice within the ward/unit by:

- Assisting the Unit Manager in determining needs.
- Setting, monitoring and evaluating standards and practice through quality improvement and monitoring the performance appraisal system.
- Liaising with other units, nurses, health professionals, patients, families and outside bodies to provide quality patient care.
- Assisting with ongoing management of the area.

Contributes to providing a dynamic, creative and safe working environment by:

- Providing input on direction and planning of the unit/ward.
- Acting as a resource person for other staff members.

DUTIES AND RESPONSIBILITIES:

Management

- Identify problem areas and implement solutions.
- Assist the Unit Manager in the preparation, implementation and evaluation of annual unit/ward objectives.
- Assist in rostering of staff and delegation of duties.
- Disseminate information to appropriate staff.

- Assist the Unit Manager in the financial control of the area.
- Monitor patient dependencies.
- Conduct/facilitate performance appraisals as required.
- Assist in the selection and recruitment of ward/unit staff below Grade 3 level.
- Be actively involved in professional and personal development and to undergo a performance review annually, with set objectives and goals.

Work Environment:

- Assist the Unit Manager to create a productive environment, develop team work and communication with staff through ward meetings.
- Be familiar with the Occupational Health and Safety legislation.
- Participate in nursing services meetings and report issues to the ward/unit.
- Direct staff in the correct method of handling accidents and incidents.
- Assist in the review of accidents and incidents.
- Ensure that all equipment is maintained in optimal working order.
- Be actively involved in clinical risk management strategies.

Education/Orientation:

- Participate in orientation of new staff, to the ward/unit, policies and procedures, standards and layout of the ward.
- Act as a preceptor for the First Year Graduate program, as well as for students of nursing.
- Conduct education programs as required.
- Participate in on-going education programs.

Quality Improvement:

- Participate in quality improvement activities to evaluate nursing practice and implement recommendations.
- Provide feedback to staff members.
- Be involved with the process of accreditation.

Nursing Practice:

- Provide high quality patient care and education consistent with standards of practice.
- Ensure the implementation of hospital nursing policies and procedures.
- Complete documentation accurately, legibly and to meet legal requirements.
- Respect patient confidentiality.

KEY INTERFACES: Positions (other than subordinates and immediate superiors) with which the person needs to develop an effective working relationship in order to achieve the purpose of the position.

Director of Nursing/Deputy Director of Nursing	Develop and establish role and function of nursing department
Medical Officers	Provision of medical care to patients
Quality Manager	Collection and analysis of data
After Hours Co-Ordinator	Resource and liaison after hours
Allied Health Members	Provision of holistic patient care

Manager of Human Resources	Provides support and advice on human resource management
Education Manager	Resource person for educational requirements.

Duties of Employees

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others
- Co-operate with measures introduced in the interest of health & safety and infection control
- Undertake any training provided in relation to occupational health and safety and infection control
- Immediately report all matters that may affect workplace health and safety, to their superior
- Correctly use any information, training, personal protective equipment and safety equipment provided
- Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons
- Work within the policies, procedures and guidelines of the Western District Health Service

Inherent Physical Requirements

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

<p><u>1 Nursing / Patient Care Role</u></p> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<p><u>2. Maintenance / Hotel Services Staff Role</u></p> <ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<p><u>3 Clerical / Administration Role</u></p> <ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles
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Other Requirements

- Current driver's licence is required for this role
- This role will require the incumbent to work rotating morning, afternoon and evening shifts
- Weekend work will be required by the incumbent
- Some after hours work may be required in this position

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APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Position code: <i>Human Resources Department use only</i>	Associate Nurse Unit Manager
Date revised: <i>Human Resources Department use only</i>	18th March 2008 Lorraine Hedley (CRM) 30/03/10 (HR)

When revised please forward electronic copy to:
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