

# Western District Health Service

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<b>Position:</b>	Unit Manager
<b>Classification:</b>	RN Nurse Unit Manager YZ11-YZ33 (according to years of experience)
<b>Reports To:</b>	Director of Nursing
<b>Hours of Duty:</b>	40 Hours
<b>Award and Conditions:</b>	Nurses (Victorian Health Services) Award 2000 Nurses (Victorian Public Health Sector) Multiple Business Agreement 2007-2011

## Minimum Qualifications:

### Essential:

- Current practicing certificate - Registered Nurse Division 1 -Victoria.
- Minimum of 5 years post- graduate nursing experience and demonstrated management skills.
- Skills and experience with the management of human resources.
- Working knowledge of personal computers and software.

### Desirable:

Possession of, or substantial progression towards, a relevant tertiary qualification.

Other:

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## PRIMARY OBJECTIVES:

### PURPOSE STATEMENT

Contributes to the effectiveness of the health care services by:

- providing clinical nurse leadership;
- participating in planning the direction and nature of the nursing service;
- determining, implementing and monitoring clinical practice and standards, utilising evidence-based practice methods;
- managing and providing direction for nursing and ancillary unit staff;
- maintaining effective coordination of care between health care providers, and by
- being conversant with current legislation and health industry standards with regard to clinical risk management and occupational health and safety.

## ACCOUNTABILITIES

- Ensures nursing care meets best practice standards by contributing to future planning of nursing services by establishing philosophy & objectives, policy & procedure and by setting, monitoring and evaluating standards of practice and outcomes, and taking corrective action as required.
- Contributes to the achievement of the overall nursing budget, by providing input on needs and requirements, monitoring controllable expenses eg, stores, supplies, labour costs and taking corrective action as required.

- Ensures a creative, dynamic, productive and safe working environment, by providing direction and leadership, managing performance, providing training and development opportunities, and developing and implementing innovative, safe and effective work practices.
- Ensures labour productivity through effective rostering, monitoring patient acuity and staff workloads, (where applicable), monitoring labour costs (penalties, overtime, absenteeism) and taking corrective action as required.
- Co-ordinates patient management by directing patient care across the continuum; liaising with medical, allied health, community and other services, and by facilitating the organisation of supplies, equipment and other resources.

Contributes to the Nursing Services at Western District Health Service by participation in meetings, involvement in forward planning, projects and initiatives, and providing suggestions for improvements

### **DUTIES AND RESPONSIBILITIES:**

- Contribute to the development of the future direction of the Nursing Services by being involved in setting philosophy & objectives and by developing policies and procedures based on best practice.

### **STANDARDS OF PRACTICE & QUALITY:**

- Set, implement and monitor standards for nursing practice, safety and infection control, based on current best practice guidelines, legislation & health industry standards.
- Within Nursing Services guidelines, contribute to the development and implementation of quality improvement programs to evaluate standards of practice and outcomes (eg, audits, accidents/incidents, patient comments, relatives comments, customer service). Implement corrective action & provide feedback as appropriate.

### **RECRUITMENT & ORIENTATION:**

- Be involved in the selection and recruitment of clinical staff, utilizing knowledge of terms and conditions of employment in accordance with Awards, Western District Health Services policies, and legislative requirements, in consultation with Nursing Administration.
- Ensure appropriate orientation to work place for staff on nursing services philosophy and objectives, physical environment, standards and policies.

### **PERFORMANCE MANAGEMENT:**

- Set performance standards, monitor performance, provide feedback and coaching and take corrective action through conducting performance appraisals for all staff on an annual basis, or more often if required.
- Identify training and development needs, coordinate with appropriate resources to meet those needs, and evaluate outcomes.

### **LABOUR PRODUCTIVITY & FINANCIAL MANAGEMENT:**

- Develop rosters in accordance with Award provisions, patient acuity and safety.
- Monitor patient acuity and workloads and adjust levels in accordance with demand (where applicable).
- Monitor labour costs (penalties, overtime, absenteeism) take corrective action. Report variances to Nursing Administration on a monthly basis.
- Participate in the budgeting process by providing input on needs and requirements. Monitor controllable expenses.

- Provide efficient and effective management of resources.

**WORKING ENVIRONMENT:**

- Create a productive working environment through effective communication and by promoting team work.
- Review work practices, organisation and layout, develop and implement practices to improve efficiency and safety.

**PROFESSIONAL LEADERSHIP:**

- Act as resource person and be role model for less experienced staff.
- Participate in the positive promotion of Western District Health Service.

Be involved in health promotion activities by participating in health education of the client and community.

**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.

Medical Officers	Provision of medical care to patients and interface for nursing on policy and procedural matters
Director of Medical Services	Communicate with the Director of Medical Services on clinical care including allied health and medico-legal issues.
Allied health Members	Provision of holistic care.
Manager of Human Resources	Support and advice on human resource management, payroll and industrial issues.
Finance Manager	Advise and educate on financial management issues.
After Hours Coordinators	Resource and liaison after hours.
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
- Cooperate 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

<b>APPROVALS</b>	<i>Sign</i>	<i>Date</i>
<b>Divisional Head:</b>		
<b>Department Head:</b>		
<b>Employee:</b>		

<b>Position code:</b> Human Resources Department use only	
<b>Date Revised:</b> Human Resources Department use only	14 <sup>th</sup> March 2008 Lorraine Hedley (CRM)

**When revised please forward electronic copy to:**  
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