

Position Title: Nurse Unit Manager – Acute Services

Campus: Edenhope

Directorate: **Aged care**

Department: Acute Services

Reporting to: Campus Manager/Director of nursing

Direct Reports: All staff within Edenhope Acute Services

Appointment Terms/Conditions:

Classification and Code: Nurse Unit Manager Level 1 (NM10) or Level 2 (NM11) depending on experience

Enterprise Agreement: Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Nurse Unit Manager role is a key leadership / management position within Grampians Health Edenhope (GH-E), it is central to the fulfilment of the GH-E clinical services and strategic plan for Grampians Health to provide exceptional rural and regional care which is high quality, accessible and timely.

The Nurse Unit Manager is responsible for the GH-E acute services and Urgent Care Centre (UCC) service provision. This requires a focus on driving and supporting a caring, skilled, highly trained, and professional workforce culture that promotes learning and quality improvement using best evidence-based practice.

KEY ACCOUNTABILITIES

Leadership / Management

- In partnership with the Director of Nursing/Campus Manager, provide operational and strategic leadership for GH-E Acute and Urgent care services and actioning deliverables.
- Accountable for ensuring that adequate staffing and skill mix with appropriately qualified and credentialed staff is achieved in accordance with legislative and industrial requirements.
- Role model and support the development of our people to be caring, skilled, highly trained, provide safe effective care and be professional.
- Provide a visible leadership presence across the service, attends relevant meetings representing and advocating for GH-E.
- Active and timely management of quality and risk including quality initiatives, patient feedback, identifying risks to the area and actioning incidents, developing a just and patient focused culture.
- Lead the team with a strong focus on continuous improvement role modelling how this is achieved.

Clinical Management

- Promote and maintain an exemplary standard of clinical practice to ensure the provision of high quality, customer focused care.
- Direct and coordinate clinical services to ensure optimal service delivery in terms of efficiency, effectiveness and quality.
- Ensure a training and development plan including an education program is in place for all staff within the unit to enable maintenance and updating of nursing knowledge/
- Develop and maintain treatment protocols and clinical guidelines, which promote best-practice and evidence-based standards.
- Undertake analysis and evaluation of the GH-E Acute and Urgent care services to identify areas of clinical risk and implement service improvement initiatives.
- In collaboration with the Campus Manager, lead a multidisciplinary team environment which fosters learning, safe practice and innovation.
- Provide leadership and direction for clinical governance within the department including the National Safety and Quality Healthcare Standards Accreditation process.

Financial and People and Culture Management

- In conjunction with the Campus Manager, develop and monitor the annual operating budget ensuring expenditure is kept in line with agreed budget parameters.
- Provide monthly financial updates to the Campus Manager including budget variances, trends, performance and prompt notification of any issues through Monthly Accountability Meeting (MAM).
- Annual leave, ADO's, and other leave is managed in accordance with health service policy and a leave management strategy is in place to ensure leave balances are maintained within acceptable limits to maintain operating capacity.

- Monitor nursing vacancy rates and implement required actions to maintain full staff recruitment and low agency staff utilisation.
- Staffing rosters and staff deployment are organised to achieve effective program delivery, within relevant EBA requirements and budget allocation.
- Issues of poor performance and unscheduled absences are managed in accordance with human resource policy.
- Lead interview, recruitment and performance review process for all nursing, clerical and support staff as required.
- Awareness and application of cost-effective work practices to ensure that optimal efficiency is achieved and quality of practice is maintained.
- Plan for replacement and purchase of new equipment and resources that align with procurement process for safe and accessible care.

Research and Training

- Create opportunities for staff to acquire new skills, maximise productivity, professional satisfaction and succession planning.
- Promoting and encouraging professional development of all staff within the unit, including self, that aligns with clinical services plan, best practice and unit needs as indicated via relevant data.
- Accesses resources on behalf of the Unit within and external to the organisation.
- Collaborate with the multidisciplinary team identifying opportunities to be innovative to improve patient care and outcomes

KEY SELECTION CRITERIA

Qualifications

- Current registration with AHPRA
- Demonstrated advanced clinical nursing skills with relevant experience in clinical specialty with a minimum of 5 years post graduate nursing experience
- Post-graduate qualification in nursing advantageous

Technical/Professional Knowledge and Skills

- Advanced Life Support Competency
- Working knowledge of relevant legislative requirements relevant to Nurse Unit Manager role
- Experience in relevant management role

Personal attributes

- Demonstrated strong values driven leadership skills
- Possess highly developed interpersonal communication and negotiation skills
- Demonstrated commitment to risk, quality and incident management

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.

- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, 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 Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.