

Position Title: Nurse Unit Manager -Adult Acute Unit (AAU)

Campus: Ballarat

Directorate: Mental Health & Allied Health Services

Department: Mental Health

Reporting to: Deputy Operations Director - Intensive Stream

Direct Reports: Associate Nurse Unit Managers
AAU - Allied Health Roles

Appointment Terms/Conditions:

Classification and Code: RPN (NP51)

Enterprise Agreement: Victorian Public Mental Health Services Enterprise Agreement 2020-2024

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 provides leadership and direction to the clinical team of the inpatient unit to ensure the routine delivery of high-quality mental health and wellbeing treatment services, incorporating evidence-based and 'best practice' assessment and treatment services, to persons with significant mental disorders and their families, and to evaluate the clinical effectiveness of such treatments for consumers and their carers.

The Nurse Unit Manager AAU is also responsible for the implementation of operational processes, the supervision and monitoring of staffing resources, and the ongoing positive development of these service elements as they relate to the routine delivery of evidence-based and 'best practice' services to persons with a significant mental disorder and their families.

KEY ACCOUNTABILITIES

- Provide clear leadership to Grampians Area Mental Health & Wellbeing Services and assist in the development and implementation of appropriate systems, policies and procedures for the management of the service in the AAU team.
- Provide a high standard of expert clinical advice and direction in relation to day-to-day provision of care and treatment in the AAU
- Manage, plan, monitor, evaluate and develop the business area (unit or team) to meet the clinical needs of the consumers, including their families/carers as necessary.
- Ensure that ANUM/clinicians undertake comprehensive mental health assessment, treatment and care to the consumers with need for service at Grampians Health & Wellbeing Services; and that these are evaluated and outcome measures are progressed.
- Ensure all clinicians in the business area (unit or team) receive appropriate clinical supervision routinely.
- Ensure appropriate, contemporary professional development, clinical knowledge and skills development, education, and other appropriate training needs of all clinicians are addressed.
- Maintain data/reporting requirements and clinical documentation reflecting the expectations and the required standards
- Ensure the Unit or team operationally functions within its budgetary requirements.
- Provide clinical advice and input into the development, implementation, and evaluation of educational activities with the Learning and Development Team (Clinical Nurse Consultant & Educators) for the Unit and Team.
- Liaise with all other service elements within the Mental Health Directorate and the wider Grampians Health Services to ensure an integrated and co-operative approach to policy implementation and organisational objectives.

KEY SELECTION CRITERIA

Qualifications

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse Division 1
- Postgraduate qualifications in psychiatric/mental health nursing
- Demonstrate a thorough knowledge of the RPN profession, enhanced by a minimum of 5 years' experience in an inpatient mental health nursing setting

Technical/Professional Knowledge and Skills

- Extensive clinical practice that reflects an advanced level of knowledge, particularly with complex presentations and management of static and dynamic risk. Demonstrated experience in the supervision of others, preferably in an environment of bed based Mental health services.
- Demonstrates detailed knowledge and understanding of broader issues, current trends and a range of possible strategies associated with delivery of high-quality mental health and wellbeing treatment service. Provide authoritative advice, direction and reasoned recommendations, and evidence-based solutions to complex clinical presentations.

- Proven operational / clinical management knowledge and skills in a relevant setting that demonstrate an ability to support and co-ordinate unit activities.

Work Environment

- Demonstrated awareness and understanding of relevant legislation and related rights and responsibilities, in particular the Mental Health and Wellbeing Act 2022 (Victoria).
- Demonstrated awareness of OH&S Act 2004 (revised addendums).
- Demonstrated awareness of Victorian Public Mental Health Enterprise agreement.
- Actively participate in own Performance Review program, participate as required in quality improvement activities, evidence of, and a commitment to, ongoing professional development.
- Proven ability to ensure the human, physical and financial resources of the ward/unit are managed to deliver safe and efficient health care within available resources

Personal attributes

- Able to demonstrate highly developed communication and interpersonal skills; the ability to develop and maintain effective working relationships with mental health clinicians and where relevant consumers, families, significant others, and other health service providers.
- Demonstrated ability to function within and lead a nursing team within a multidisciplinary team environment
- Proven written, verbal and interpersonal communication skills relevant to the role responsibilities
- Demonstrated computer literacy and ability to use a variety of computer applications.

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 by 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.