Grampians Health

Position Title: Associate Nurse Unit Manager (ANUM)

Campus: **Horsham**

Directorate: Operations

Department: Acute Operations
Sub-acute Bed Based Services & Residential Nursing Services

Reporting to:

Direct: Nurse Unit Manager

Indirect: Operations Director (Acute Operations/Sub-acute Bed Based Services/Residential Nursing Services)

Appointment Terms/Conditions:

Classification and Code: RN ANUM Year 1 & 2 depending on experience (YW11 & YW12)

Enterprise Agreement: Nurses & Midwives (Victorian Public Health 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 *We are stronger together.*	***Compassion*** *We show that we care.*	***Accountability*** *We do what we say and say what we do.*	***Respect*** *We appreciate and value all people.*	***Innovation*** *We adapt and innovate to achieve best outcomes.*
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 Associate Nurse Unit Manager is a Registered Nurse or Registered Midwife who:

- Will be employed to work in either the Acute Operations, Sub-acute or Residential Nursing Services Directorate
- Works collaboratively with the Nurse Unit Manager and the multidisciplinary team to facilitate and foster the provision of best practice standards of nursing care and service delivery that meets the needs of the Patient / Residents, their families and carers.
- Demonstrates expert knowledge and clinical skills and a strong management focus in the clinical unit/department/area of responsibility.
- Is accountable and responsible for clinical coordination and resource management of unit/department/area of responsibility on a shift to shift basis.
- Is a clinical leader and resource to the nursing team assisting with problem solving and the delivery of best practice evidence-based person centred care.
- Displays strong leadership and communication skills to promote multidisciplinary engagement and team cohesion.
- Ensures patient flow supports the achievement of organisational Key Performance Indicators, National Emergency Access Targets (NEAT) and National Elective Surgery Targets (NEST).
- Support the Nurse Unit Manager in Residential Services with compliance to the Aged Care Standards and business outcomes.
- Supports the Nurse Unit Manager to implement the quality, safety, and risk management program for the clinical unit/department.
- Promotes nursing leadership within the Directorate.
- Deputises for the Nurse Unit Manager of the designated clinical unit/department and as such, must have a working knowledge of the administrative operations of the area.

KEY ACCOUNTABILITIES

Achieving Results, Innovation and Driving Change to Deliver High Quality Care

- Ensures and promotes an excellent standard of care and service is delivered by partnering with patients/residents, consumers, carers and the community at all levels of health care provision, planning and evaluation.
- Works collaboratively with the Nurse Unit Manager to create a team environment which promotes engagement, a positive workplace culture, opportunity for learning and development and safety and welfare of employees.
- Fosters innovation in practice that contributes to a high level of satisfaction for staff working in the clinical unit/department.
- Assists the Nurse Unit Manager to continuously review and evaluate best practice evidence based clinical care.
- Role models a positive vision for change and assists the Nurse Unit Manager to proactively support the team through the change process.
- Works collaboratively with the Nurse Unit Manager to facilitate nursing staff input into decisions affecting clinical practice and workflow within the clinical unit/department.
- Assists with orientation of new staff to the local area and takes on a mentor role as required.
- Supports nursing research, publication of work and public presentation within the clinical, national and international healthcare community.

- Participates in relevant service, directorate and organisational committee processes as delegated by the Nurse Unit Manager, attends meetings and provides feedback to the team.

Key Performance Measures

- Observation of practice demonstrates evidence of support and commitment to organisational change and assisting the Nurse Unit Manager to support staff through the change management process.
- Assists the Nurse Unit Manager with 100% completion of annual local and/or organisational audit schedule and production of action plans to address areas of noncompliance.
- Assists the Nurse Unit Manager to prepare for monthly team meetings.
- Assists the Nurse Unit Manager to achieve 100% compliance with review of relevant governance documents and evidence than no documents are out of date.
- Is a member of at least one relevant committee or working group as designated by the Nurse Unit Manager, attends 80% of meetings and reports back through the most appropriate channels.
- Assists the Nurse Unit Manager with completion of staff Professional Development Reviews.

Business and Financial Acumen

- Assists the Nurse Unit Manager with the preparation, monitoring, delivery, and evaluation of the designated budget in partnership with the Nursing Director and the Finance Department.
- Is able to explain financial implications of business to staff and exercises financial responsibility when compiling rosters or replacing staff shortfalls.
- Assists the Nurse Unit Manager to identify cost effective and efficient approaches to managing resources.
- Assists the Nurse Unit Manager to develop business proposals based on service review, identified need and risk analysis using local, service and financial data.
- Attends financial management meetings as requested by the Nurse Unit Manager.
- Works within the “Delegation of Authority” consistent with the role.

Key Performance Measures

- Participates in the annual budget build framework with the Nurse Unit Manager as required.
- Demonstrates evidence of financial management knowledge and skills when deputizing for the Nurse Unit Manager.
- Demonstrates understanding of monthly budget variance report requirements and ability to action within the deadline designated for the directorate when required.
- Applies cost effective and efficient approaches to managing resources.
- Demonstrates an understanding of the impact of financial decisions on the broader organisation.
- Develops rosters, where delegated, to ensure safe quality care is delivered, matched with the appropriate utilisation of staff skills and knowledge and within EFT budget and casual usage target requirement.
- Ensures staffing adjustments are appropriately utilised on a shift-by-shift basis according to skill mix, competency and unit/departmental needs.

Critical Thinking and Decision Making

- Displays an ability to analyse situations and make appropriate decisions in a timely manner to ensure the needs of Patient / Residents, staff and the organisation are met.
- Demonstrates a collaborative working relationship with the Nurse Unit Manager in relation to decision making at local level.
- Addresses critical factors when making complex decisions.
- Gathers sufficient information to make informed decisions.

Key Performance Measures

- Demonstrates the ability to apply critical thinking skills and make complex decisions on a shift-to-shift basis.
- Demonstrates support for the Nurse Unit Manager in relation to decision making at local and directorate level.

Interpersonal Communication, Influence and Leadership

- Communicates information and expectations clearly and concisely in a way that supports and builds effective and collaborative working relationships with all key stakeholders.
- Attends and actively contributes to local team meetings assisting the Nurse Unit Manager to progress.
- Effectively deals with challenging behaviours and the resolution of conflict within own clinical unit/department on a shift-to-shift basis.
- Liaises effectively with the Nurse Unit Manager regarding requirements of work and needs of department and portfolio time management.
- Demonstrates leadership in situations demanding action.
- Assists the Nurse Unit Manager to foster a climate where self-development and improvement is valued.
- Undertakes not to reveal to any person or entity and confidential information relating to Patient / Residents and employees, policies, processes, and dealings and not to make public statements relating to the affairs of Grampians Health without prior authority of the Chief Executive Officer

Key Performance Measures

- Acts as a senior nursing leader demonstrating and role modelling exemplary professional conduct and behaviour in accordance with Grampians Health Values.
- Observation of conduct and daily interactions with all staff demonstrate Grampians Health values are upheld.
- Demonstrates evidence to confidently and effectively deal with challenging situations and/or conflict in the absence of the Nurse Unit Manager.

Managing Performance

- Provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a Patient / Resident centred model of care.
- Works collaboratively with staff to clearly communicate and establish behavioural expectations.
- Assists the Nurse Unit Manager to provide performance feedback, coaching and guidance when needed in accordance with the performance management framework.
- Assists the Nurse Unit Manager with the completion of staff annual performance review and professional development plan in accordance with Grampians Health Staff Development Program,

- Ensures staff have the clinical expertise and competence to recognise and respond to clinical deterioration and utilise the Clinical Escalation Policy to escalate clinical care issues and concerns,
- Assist the Nurse Unit Manager with Human Resource requirements such as recruitment and selection of staff, daily staffing, rostering, leave management and attendance management,
- Supports the Nurse Unit Managers strategies to retain staff including positive recognition, comprehensive orientation, building a cohesive team culture, coaching and mentoring,
- Consults with the Nurse Unit Manager regarding all professional nursing practice issues,
- Actively engages in own performance review,

Key Performance Measures

- Demonstrates evidence of completion of delegated staff Performance Review and Development Plans and overall achievement of 100% annual compliance target.
- Intervenes appropriately and timely if values and behaviours are breached in the workplace.
- Ensures timely reporting/feedback to Nurse Unit Manager where incidents occur.
- Provides timely performance feedback, coaching and guidance as needed.
- Actively promotes and fosters high performance by identifying new professional and learning challenges
- for staff.
- Ensures that processes are followed and assisted with in the management of underperforming staff.
- Demonstrates evidence of compliance with and support for the Nurse Unit Manager in relation to all HR processes.

Planning and Priority Setting

- Proactively participates in setting priorities for the clinical unit/department that are achievable and deliverable in agreed timeframes and takes responsibility for delegated portfolio.
- Assists the Nurse Unit Manager to identify opportunities for process redesign and supports staff in the implementation and evaluation of redesign activities and projects.
- Assumes the role of Shift Team Leader, coordination of daily staffing and Patient / Resident allocation, participating in bed meetings, managing efficient bed allocation and timely discharge planning.
- Ensures Patient / Resident flow and the delivery of quality Patient / Resident care supports the achievement of organisational and local Key Performance Indicators , National Targets and Residential DoH indicators.
- Communicates daily Patient / Resident flow and access issues to the Patient Flow Coordinator, Residential Admissions and/or the Nursing Director.
- Manages own time efficiently and effectively in line with key priorities for the clinical unit/department.
- Actively participates in interdisciplinary committees and working parties locally and organisation wide as designated.

Key Performance Measures

- Observation of practice demonstrates safe, efficient and effective Patient / Resident flow and access strategies are implemented.
- Demonstrates evidence of maintenance and evaluation of delegated portfolio.
- Demonstrates evidence of a collaborative working relationship with the Nurse Unit Manager, supporting and assisting to establish priorities and opportunities for participation in redesign projects at local level.

- Demonstrates evidence of active participation in committees and working parties that contribute to both local and organisational priorities and strategic direction.

Quality, Safety and Risk Management

- Takes all reasonable care for personal safety and the safety of colleagues, Patients / Residents and their families/carers.
- Maintains a good working knowledge and understanding of the National Safety and Quality Health Service Standards, and Aged Care Standards as applicable and takes initiative to pursue opportunities for quality improvement.
- Ensures hazards and/or risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all Patients / Residents and consumers.
- Ensures own annual mandatory training is up to date and supports the Nurse Unit Manager to achieve 100% compliance at local level.
- Supports and assists the Nurse Unit Manager and the team with preparation for accreditation and participates in the health service accreditation process.

Key Performance Measures

- Demonstrates achievement of 100% compliance with own mandatory competencies.
- Proactively reports any systems and safety non-compliance and assists to implement remedial action plans.
- Demonstrates evidence of active involvement in preparation for accreditation and participation in the health service accreditation process.

Self-Management

- Demonstrates a positive attitude to the agreed role and responsibilities of the position.
- Maintains and updates own professional development portfolio to demonstrate ongoing commitment to learning and best practice.
- Invites and assimilates feedback from others by active participation in own performance review process.

Key Performance Measures

- Reflects on practice in line with Grampians Health and the Directorates values and applies these when interacting with others.
- Appropriately and effectively articulates feelings and opinions.
- Adopts an emotionally intelligent approach to leadership.
- Perceives and understands the emotions of others.
- Maintains resilience through stressful situations.
- Actively engages in ongoing self-development.

KEY SELECTION CRITERIA

Qualifications and experience

- Be eligible for registration as a Registered Nurse Division 1 with the Australian Health Practitioner Regulation Agency (AHPRA) and hold a current practicing certificate.
- Minimum of 5 years' experience in clinical area of application is preferred.
- Desirable to have or working towards managerial qualifications i.e. short courses or graduate certificate.

Technical/Professional Knowledge and Skills

- Demonstrated leadership ability with a clear understanding of the managerial responsibilities of an Associate Nurse Unit Manager.
- Ability to problem solve and make decisions in a variety of complex situations.
- Demonstrated knowledge of professional standards of practice, legal and ethical requirements and industrial relations.
- Demonstrated knowledge of organisational change management principles and ability to support staff through the change management process.
- Demonstrated ability to use Information Communications Technology.

Work Environment

- Demonstrated ability to work collaboratively and consultatively as part of a multidisciplinary team.

Personal attributes

- Ability to identify opportunities for quality improvement and process redesign and to support/coach staff in the implementation of these activities.

Interpersonal skills

- Ability to communicate effectively and appropriately with all major stakeholders both internal and external.

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.