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| **Position Title:** | Nurse Unit Manager, Community Nursing  This position description is a supporting document to an employee’s “Letter of Appointment” and “Variation to Letter of Appointment” |
| **Department:** | Community Nursing |
| **Classification/Award:** | **Award** Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020.  **Classification**  Registered Nurse Manager, Level 3. |
| **Performance Review:** | A six month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually. |
| **ROLE** | |
| As part of the Nursing Leadership Group, the Community Nursing NUM is a senior nurse responsible for the effective coordination and management of the Community Nursing Services including, but not limited to District Nursing, Diabetes, Women’s Health, Adolescent Health and Chronic Disease Management. | |
| **ORGANISATIONAL RELATIONSHIPS** | |
| Reports to: Director Community Health (operational) and Director of Nursing (professional )  Manages/Coordinates:   * Registered Nurses within Community Health Division * Enrolled nurses within Community Health Division   Liaises with:   * Other South Gippsland Hospital Staff as required * Foster Medical Centre employees * Other health care professionals | |
| **KEY RESULT AREAS** | |
| * Provide strategic direction and leadership within the Community Nursing setting. * Demonstrate strong clinical, business and financial decision making skills within the Community Nursing home and centre based settings * Ensure effective admission/discharge to Community Nursing Services in accordance with funding eligibility and in collaboration with internal and external service providers * Provide overall clinical (nursing) care coordination including escalation of clinical and non-clinical concerns as they arise. * Develop and maintain relevant policies. * Monitor activity and clinical data and report against appropriate funding streams for specific patient care/services. * Negotiate and maintain annual contracts with external service providers. * Actively participate in Complex Care, CHC and Nursing staff meetings and attend relevant regional meetings. * Coordinate Community Nursing workforce including day to day management, leave planning, annual performance reviews and workforce recruitment/planning. * Drive innovation, quality improvement and business development opportunities within Community Nursing services. * Performs other duties reasonably required as directed. | |
| **SPECIALIST SKILLS AND KNOWLEDGE** | |
| * Work within scope of practice according to qualifications and the Australian Nursing and Midwifery Board as applicable to a Registered Nurse and in accordance with SGH policies, procedures, clinical guidelines. * Current competency in Basic Life Support | |
| **QUALIFICATIONS AND EXPERIENCE** | |
| **Essential:**   * Registered Nurse with the Australian Nursing and Midwifery Board * Current clinical based experience with a minimum of five years’ experience in the community environment. * High level management and leadership experience and skills * Quality, financial, risk and clinical management skills * Excellent written and oral communication skills * Strong leadership qualities and proactive problem solving skills   **Desirable:**   * Understanding of relevant data management systems * Additional qualifications in Management or working towards same | |
| **KEY SELECTION CRITERIA** | |
| * Demonstrated leadership and management of the Community Nursing setting, including managing staff and resources. * Displays and adheres to the organisational values within the workplace at all times. * Ability to assist in financial management and reporting of the Community Nursing Services budgets. * Demonstrated ability to provide workforce planning, rostering, recruitment and retention in all Community Nursing areas. * Provides evidence of commitment to professional development. * Demonstrated commitment to quality improvement and patient safety * Current Victorian driving licence, successful Police and Working with Children’s Check | |
| **MANDATORY COMPETENCIES** | |
| Unless an employee is able to produce authorised evidence of successfully completing an approved mandatory competency, the employee will be required to successfully complete the competencies within the first six months of employment. Each employee is required then to successfully complete mandatory clinical competencies annually. | |
| **Organisational Values** | |
| South Gippsland Hospital staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.  These values are:  **Adaptability – Being flexible and accepting of new ideas and change for the better**  **Trust- We act with integrity and can count on each other**  **Excellence – We do our best at all times and look for ways to improve**  **Accountability – We accept responsibility for our actions, attitudes and mistakes**  **Mutual Respect – We treat others the same way that we would like to be treated**  It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community. | |
| **Occupational Health and Safety** | |
| All staff are expected:   * to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities: * to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.. * to seek guidance about new or modified work procedures. * to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.   If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in SGH OH&S policies. | |
| **Infection Control** | |
| An effective, integrated organisation-wide Infection Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position description and to adhere to the organisation's Infection Control Prevention and Control policies and procedures at all times. | |
| **Education** | |
| SGH is committed to education. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital. | |
| **Confidentiality** | |
| Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of South Gippsland Hospital. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.  Failure to comply with this agreement may result in disciplinary action and may include termination of employment. | |
| **Quality and Risk Management** | |
| In order to help ensure continued patient safety and quality of care:   * Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of SGH. * Staff are required to contribute to the development and maintenance of the SGH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk. * Staff are required to abide by the Code of Conduct for Victorian Public Sector Employee | |
| **Special Requirements** | |
| * New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment. * Should your role require you to drive a South Gippsland Hospital vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately. * A completion of pre-existing injury or illness declaration will be required prior to appointment to the position. * All employees of South Gippsland Hospital are bound to work according to the policies and procedures of South Gippsland Hospital, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time. * All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff. | |

**INCUMBENT STATEMENT**

I, have read, understand and accept

*(please print name)*

the above Position Description.

Signed: Date

Copy to staff member: □ Yes □ No

Details certified correct by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date