



Position Description

Position Title:	Nurse Unit Manager - Acute This position description is a supporting document to an employee's "Letter of Appointment" and "Variation to Letter of Appointment"
Department:	Acute Ward
PD Issue Date:	April 2024
Classification/Award:	Award: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024 Classification: Nurse Unit Manager Level 3, Grade NM 4
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

The Nurse Unit Manager Acute Ward is responsible for the effective coordination, management and implementation of high quality and safe care in the inpatient mixed ward, incorporating birth suite and urgent care centre, as well as antenatal care preadmission. The role ensures the maternity service is conducted within the organisations Maternity Capability Framework. As a senior leadership position, the NUM supports and engages with the Executive and Operational Management Teams.

ORGANISATIONAL RELATIONSHIPS

Reports to: Director of Nursing

Manages/Coordinates:

- Registered Nurses and Midwives (including Maternity clinic midwives)
- Endorsed Enrolled Nurses
- Registered Undergraduate Students of Nursing / Midwifery

Liaises with:

- All South Gippsland Hospital staff
- Foster and Toora Medical Centre
- Ambulance Victoria
- Radiology, Pathology and Pharmacy
- Gippsland Health Services Partnership
- Other health care providers

KEY RESULT AREAS

- Demonstrate a commitment to the delivery of safe patient care and overall clinical management of the patient types in the inpatient mixed ward (acute, maternity & transition care program) and urgent care centre.
- Ensure effective communication to facilitate timely response to required patient care interventions, and escalation of clinical concerns as they arise.
- Provide positive leadership to the healthcare team working within the acute setting.
- Demonstrate willingness to embed a learning and development culture that supports students, beginning practitioners, colleagues and others.

- Demonstrate strong clinical and business decision making skills within the acute setting.
- Enable effective daily bed management / patient flow, including proactive admission / separation planning that encompasses referral and liaison with internal and external service providers.
- Co-ordinate and maintain appropriate nursing staff levels through consultation with clinical nurses, redeploying staff and engaging additional staff as required and in accordance with the Safe Patient Care Act, patient acuity, and the staff skill mix.
- Demonstrate knowledge and commitment towards quality improvement activities and actively participate in organisational accreditation processes.
- Participate in the annual Performance Development Review process, ensuring relevant staff performance appraisals and mandatory competencies are up to date.
- Act as a resource for staff (nursing, medical and others) and patients and their families.
- Ensure the necessary audits, incidents and reports are completed, including completion of related action plans.
- Be actively involved in the preparation, maintenance and implementation of emergency disaster plans, and together with other emergency control personnel, be responsible for coordination of staff and patient movement in the event of an emergency.
- Facilitate the resolution of feedback issues as they arise, informing the CEO and/or DON as appropriate.
- Perform other duties reasonably required as directed.

SPECIALIST SKILLS AND KNOWLEDGE

- Work within scope of practice of Registered Nurse and Registered Midwife according to qualifications and registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Work according to the conduct, policies and standards of relevant external bodies and SGH.
- Current competency in Advanced Life Support, Neonatal resuscitation and Fetal Surveillance Education Program – minimum Level 3.
- Demonstrate willingness to undertake relevant training / course to develop skills and acquire knowledge.

QUALIFICATIONS AND EXPERIENCE

- Required to satisfy the Australia Nurses and Midwifery Board (ANMB) Registration requirements as a Registered Division 1 Nurse and Registered Midwife for this role
- Current clinical based experience with a minimum of five years' experience in area of management.
- Strong organisational skills, leadership qualities and proactive problem solving skills.
- Demonstrated commitment to staff development and the ability to support, assist and motivate other staff.
- Excellent written and verbal communication skills.
- Qualifications in management are highly desirable.

KEY SELECTION CRITERIA

- Demonstrated leadership and management experience of acute clinical areas, such as medical, surgical, maternity and urgent care.
- Ability to effectively manage staff and resources, including workforce planning, rostering, recruitment and retention.
- Demonstrated experience in managing staff and resources within approved budget.
- Excellent communication and problem solving skills.
- Demonstrated knowledge of statutory obligations especially in relation to Safe Patient Care Act and Medical Planning Treatment and Decisions Act.
- Demonstrated commitment to quality improvement and patient safety.

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 then required 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

Mutual Respect – We treat others the same way that we would like to be treated

Accountability – We accept responsibility for our actions, attitudes and mistakes

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

It is expected that staff will work according to these Values when working directly with other staff, clients and members of the community.

Occupational Health and Safety

South Gippsland Hospital recognises its obligation for full compliance with the *Occupational Health and Safety Act 2004* and associated Occupation Health and Safety regulations 2017.

All staff are required:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures.
- 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 their supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under this control and support the actions contained in SGH OH&S policies.

Infection Prevention and Control

An effective, integrated organisation-wide Infection Prevention and 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 and to adhere to the organisation's Infection Prevention and Control policies and procedures at all times.

Learning and Development

SGH is committed to education.

All staff have a responsibility to undertake their own professional development and actively participate in the learning and development of others. This may involve colleagues, health professionals from other disciplines or students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital.

Health and Wellbeing

The health and wellbeing of employees is a priority for South Gippsland Hospital and the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals is recognised in this workplace.

Staff are expected to:

- partake in the promotion of the health and wellbeing of employees
- contribute to an inclusive and health promoting environment
- promote our values of trust, excellence, accountability, adaptability and mutual respect
- promote an organisational culture of positive mental health and wellbeing through supportive leadership, employee participation and shared decision making

Diversity Statement

South Gippsland Hospital is committed to providing employment, health care and all related business based on the principles of access, equity and respect. South Gippsland Hospital acknowledges the Traditional Owners of the land on which we work and pays respect to Elders past, present and emerging.

Staff are expected to provide excellence in care and a safe, welcoming and inclusive health service by:

- extending respect to Aboriginal and Torres Strait Islander people at all times,
- engaging respectfully with all cultures and
- respecting and appreciating what makes each individual different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education and national origin.

MULTI AGENCY RISK ASSESSMENT MANAGEMENT (MARAM)

Family Violence is a health issue and SGH provide support to any staff member experiencing family violence. All public hospitals are legislated to screen, identify and respond to family violence. The Multi Agency Risk Assessment Management (MARAM) framework is a whole organisation, multi-level approach to family violence. At SGH, we are committed to align our organisation with the 4 pillars of the MARAM framework: Shared understanding, Collaborative practice, Responsibility for risk assessment and management and Systems, outcomes and improvement. We respectfully, safely, and sensitively engage with all. We work collaboratively to increase the safety of people experiencing family violence, and to keep perpetrators in view and accountable for their actions and behaviours. We are committed to ensuring that all staff have access to adequate training to enable them to fulfil the responsibilities assigned to their role in the MARAM framework. Employees will undertake MARAM training as appropriate to their position and adhere to related policies.

At SGH all staff either contributes to or holds the following responsibilities;

Responsibility 1: Respectful, sensitive and safe engagement with clients and colleagues

Responsibility 2: Identification of family violence risk

Responsibility 5: Seek secondary consultations and referrals for comprehensive risk assessment and management

Responsibility 6: Contribute to information sharing with other services in line with SGH Information Sharing Policy

Responsibility 9: Contribute to coordinated risk management

Responsibility 10: Collaborate for ongoing risk assessment and risk management

In addition to the above, some senior nursing staff hold responsibilities of

Responsibility 3: Intermediate risk assessments

Responsibility 4: Intermediate risk management.

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 ensure patient safety and high 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 encourage the patient to partner with the health care team and be at the center of all care decisions.
- 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
- Clinical leaders are required to help support other clinicians to understand and perform their delegated safety and quality roles, and ensure clinical staff are working within their designated scope of clinical practice

Special Requirements

- Staff will be required to satisfactorily complete a National Police Records, and Working with Children Check prior to commencing employment.
- Staff will be required to hold a COVID-19 vaccination certificate, or valid medical exception prior to commencing employment.
- Should your role require you to drive a SGH 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.
- SGH employees are expected to be familiar and work according to:
 - policies and procedures of SGH, including Risk Management Policy & Framework
 - Industrial Agreements that provide terms and conditions of employment
 - Scope of Practice and professional codes of conduct established for your profession
 - Code of Conduct for Victorian public sector employees and
- Provisions of the Fair Work Act.

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 Claire Kent, Director of Nursing

Name: _____

Signature: _____

Date: