



Seymour Health - Position Description

Position Title:	Associate Nurse Unit Manager
Directorate/Department:	Nursing Services, Aged Care, Barrabill House
Classification/Award:	Award: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 Classification: YW11/YW12
Version Number:	1.0 Date Written:
Version updates:	
Approved by:	 Signature:
	Name: Chris McDonnell
	Position: Chief Executive Officer
	Date:
Seymour Health	
Seymour Health is a: <ul style="list-style-type: none"> • 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, urgent care, post acute care, day procedure and palliative care; • It also has a 30 bed high care aged residential care facility: and • Community services, including District Nursing, Social Support Group • Sub Acute Ambulatory Services including Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietitian and Diabetes Education. • Support services including administration, food, hotel and maintenance services. • Private pathology and medical imaging services are available on site. • Visiting specialists and local General Practitioners provide the medical services. 	
NURSING SERVICES	
Seymour Health provides a broad range of services including: acute care, palliative care; emergency care; renal services; aged care, community care and primary care services to the community of Seymour and surrounding districts.	
While an appointment may be made initially to a vacancy in one of the Nursing areas within Seymour Health, as a condition of employment, you may be required to work in one of the following areas: <ul style="list-style-type: none"> • Acute Services Ward • Urgent Care Centre 	

- Operating Suite Services
- Renal Dialysis Unit
- Barrabill House
- District Nursing Service
- Lower Hume Palliative Care Service

Barrabill House is a Public Sector Nursing Home, which is licensed for 30 beds. It offers a comfortable, safe, bright and friendly home-like environment for public and private residents who are disabled, frail and aged.

A team of skilled professional nursing personnel and hotel services staff provide optimum care, 24 hours a day.

The staff work closely under the direction of the Nurse Unit Manager and the Director of Clinical Services.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Nurse Unit Manager
Manages/Coordinates:	Registered Nurses; Enrolled Nurses, Personal Care Workers, Students
Internal Liaisons:	Director Clinical Services, Assistant Director of Quality and Service Development, Nurse Unit Manager, Registered Nurses, Personal Care Workers, HR Department, Education Department, Members of Executive Team, Ward Clerk, Support Cleaning and Kitchen staff.
External Liaisons:	Visiting Medical Officers, Surgeons, Specialists, Consultants, Other Hospitals/Health Services, Ambulance Victoria, Victorian Police.

KEY RESPONSIBILITIES AND DUTIES

The role of the Associate Nurse Unit Manager is to:

- Work within their Scope of Practice as defined by their AHPRA Registration, Qualifications and Clinical Competencies to be completed and maintained.
- Provide high quality, comprehensive, evidence-based, client-focused care;
- Act as a resource and role model to other staff;
- Act as a support to Students on clinical placement;
- Communicate and collaborate with other health professionals; and
- Demonstrate advanced clinical knowledge and skills in their specific field.
- Demonstrate knowledge and commitment towards quality improvement activities and actively participate in departmental accreditation processes
- Demonstrate knowledge and promote the use of advanced care planning for residents/clients/patients

The Associate Nurse Unit Manager (ANUM) is responsible for:

- Assisting the Nurse Unit Manager to coordinate unit activities to ensure the provision of optimum levels of care to patients;
- Assisting the Nurse Unit Manager in the effective management of nursing and other resources to achieve a high standard of patient care;
- Contribute to the strategic direction of the Unit and the Health Service.
- As a member of the Management team, provide leadership in achieving and upholding Seymour Health Mission, Vision and Values.

- The Associate Nurse Unit Manager (ANUM) role has both a clinical and management component.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrate willingness to undertake relevant training / course to develop skills and acquire knowledge
- Ability to participate in the Performance Appraisal and Development Review programme with a group of Registered Nurses and Enrolled Nurses.

ADMINISTRATION SKILLS

Ability and demonstrated experience in completing:

- Electronic resident management system 'MANAD' requirements including File Notes; documenting clinical monitoring; follow-up of clinical and other issues; Professional Development; Organisational support activities; Quality activities.
- Complete Student work books and assessment as required.

QUALIFICATIONS, EXPERIENCE and REGISTRATION

- Each employee is required to satisfy the APHRA Registration requirements as a Registered Division 1 Nurse for this role.
- The Educational Qualifications and Experience required are the minimum specific requirements that need to be met for an employee to be eligible to perform this role. For a Registered Nurse the approved educational qualifications are shown on the Approved Programs of Study list on the APHRA web-site. The Bachelor of Nursing is the main study program completed by current students, however additional qualifications related to aged care and management are desirable.

MANDATORY CLINICAL COMPETENCIES

Unless an employee is able to produce evidence of successfully completing a mandatory clinical competency, the employee will be required to successfully complete the competencies within the first three months of employment. Each employee is required then to successfully complete mandatory clinical competencies annually.

Mandatory Clinical Competencies to work in specific areas of Nursing Services are shown in the attachment to this document.

Organisational Values

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**
Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others
- **Accountability and Responsibility**
Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the

objectives of the organisation.

- **Honesty, Integrity and Trust**

Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.

- **Support**

Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.

- **Open and Transparent Communication**

Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

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 Seymour Health OH&S policies.

Key Selection Criteria

Essential:

- APHRA Registration for a Registered Nurse, Division 1
- An approved Bachelor of Nursing or an approved qualification and/ or experience as a Registered Nurse, Division 1 to enable AHPRA registration to be maintained.
- Applicants will be required to demonstrate that they have the skills and knowledge to undertake specific tasks within their Responsibilities and Duties particularly where Specialist skills and Knowledge are required.
- Demonstrated broad understanding of professional standards and issues in nursing and the health care system.
- Demonstrated knowledge of relevant legislation including the Nurses Act, Drugs, Poisons and Controlled Substances Act, Health Services Act , OH&S
- Knowledge of Accreditation Standards applicable to Residential Aged Care
- Knowledge of Aged Care Funding Instrument requirements
- Well developed clinical, analytical and problem solving skills
- The exercise of sound judgement and decision making needs to be demonstrated through providing examples from their previous work.
- Excellent communication, leadership and interpersonal skills
- Understanding of the quality process for hospitals

- Proactive management of risk
- Basic computer skills

Desirable:

- Experience managing a team
- Managerial expertise

Special Requirements

- New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
- During the course of employment, if an individual is charged with or convicted of any offence, they must advise their manager within 7 days. The matter will be referred to the Manager People and Culture who will arrange for a police records check to be conducted at the individual's expense. If there is a disclosable record it will be assessed and a decision will be made in relation to the individual's ongoing employment or engagement.
- New staff who will be working in Acute Services, District Nursing, or Theatre will be required to have a Working with Children's Check to work in that particular work unit.
- In relation to Working with Children, during the course of employment if a staff member is issued with a Negative Interim Notice or a Negative Notice they must advise the Manager People and Culture within seven (7) days who in conjunction with the relevant Director will make a risk assessment and decision on continuing the employment of the staff member.
- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, 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

