



POSITION DESCRIPTION

Name:	
Commencement / Last Date Reviewed:	October 2017
Reviewed By:	Director Clinical Services- Nursing & Midwifery

ORGANISATIONAL STRUCTURE

Position Title	Role / Team	Area	Direct Reports
Associate Nurse Unit Manager	Medical	Clinical Services	Nursing & Allied Health Staff
Location	Employment Type	Reports To	Professional Accountability
Wangaratta	FT/PT	Nurse Unit Manager	NHW

OUR VISION

To Be Recognised Leaders In Rural Health Care

OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

POSITION PURPOSE

The primary role of an Associate Nurse Unit Manager -Medical is required to work within the competencies described by the Australian Nursing Council Inc for Division 1 nurses, the Code of Ethics for Nurses in Australia and the Code of Professional Conduct for nurses in Australia. The Associate Nurse Unit Manager - Medical also works within the philosophy, guidelines and policies of the organisation and the Nursing Division.



RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Reporting Manager

PERFORMANCE AREA	RESPONSIBILITY
Core Role	<ul style="list-style-type: none"> - The primary activity of the Associate Nurse Unit Manager is to work within the philosophy, guidelines and policies of the hospital, the Nursing Division. . - To maintain and promote a therapeutic environment for the management of Medical Patients. - Maintain and promote a therapeutic environment - Anticipation of patient care needs, including education and encouragement of optimal independence in functional tasks - A commitment to collegial collaboration in the formulation of care planning for clients with all staff - Maintain a discharge planning focus in care planning with patients - Actively participate in the Medical Ward and ANUM meetings - Remain focused on developing and strengthening team participation in all concepts of the Medical Unit - Provide hands on clinical support and troubleshooting for nursing staff - Ensure appropriate clinical escalation
	<p>KPI</p> <ul style="list-style-type: none"> - Influence Best Practice in all aspects of nursing and patient care utilising principles of Evidence Based Practice. - Act as an expert consultant/advisor whilst demonstrating and teaching advanced clinical practice. - Apply nursing assessment skills and nursing practice in a safe and professional manner that reflects practice standards and guidelines and promote these practices to all staff. - Compliance with NHW Policies and Procedures. - Compliance with the Nurses and Midwifery Board of Australia legislation and regulations at all times. - Compliance with Occupational Health and Safety Act. - Follows legal requirement with regard to administration of drugs - Responds effectively in unexpected or rapidly changing situations - Role model behaviour in a manner consistent with the Medical ward standards of behaviour
Client Focus	<ul style="list-style-type: none"> - Acts as a consultant to departments outside the unit - Involves other health professionals when individual/groups needs fall outside the scope of nursing practice - Organises workload and delegates appropriately in accordance with shift activity - Coordinates the development of a plan of care and ensures implementation - Identifies expected outcomes including a time frame for achievement in collaboration with individuals or groups - Evaluates progress toward expected outcomes and reviews and revises plans accordingly - Identifies conflict situations and applies principles of conflict resolution - Establishes effective interpersonal relationships with individuals or groups - Provide feedback to staff in a timely fashion - Establish and maintain collaborative relationships with colleagues and members of the health care team
	<p>KPI</p> <ul style="list-style-type: none"> - Protects the rights of individuals and groups in relation to health care - Acknowledges the rights of individuals and groups in the delivery of care and involves patients in decision making - Ensures that patients and family are well informed of procedures and treatments through the provision of relevant and current health information - Respects the values, customs and spiritual beliefs of individuals and groups - Demonstrates the Principles of NHW Hard Wiring for Excellence. - Acts as a consultant to departments outside the unit. - Evaluates progress toward expected outcomes and reviews and revises plans accordingly.
Employees Obligation- OHS	<ul style="list-style-type: none"> - Participate in the development of a safe and healthy workplace. - Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures. - Co-operate with management in its fulfilment of its legislative obligations. - Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.



	<ul style="list-style-type: none"> - To report any injury, hazard or illness immediately, where practical to their supervisor. - Not place others at risk by any act or omission. - Not wilfully or recklessly interfere with safety equipment.
Employee Obligations- Medication Safety	<ul style="list-style-type: none"> - It is an expectation of NHW that all nursing staff actively participate in initiatives to improve medication usage, administration and safety, and will do everything possible to ensure correct, timely and accurate administration of medicines to patients of NHW. This includes verification of all medication orders prior to medication administration and completion of all documentation including signing the NIMC associated with medicine administration and completion of all documentation associated with Schedule 8 and 11 medicines.

WORKING RELATIONSHIPS

INTERNAL

- NHW Staff Members

EXTERNAL

- Patients and Visitors
- Other Health Services

KEY SELECTION CRITERIA

Essential

- Current Registration with the Nurses board of Victoria as Registered Nurse
- Sound Clinical knowledge
- Advanced oral and written communication skills
- Commitment to ongoing education of self and others
- Ability to apply evidence based practice
- Demonstrated knowledge and commitment to Quality improvement
- Ability to work within a team environment
- Understanding of contemporary nursing theory and practice and issues affecting nursing practice in a rural setting
- Proven Leadership skills
- Demonstrated Problem Solving Skills
- Proven critical thinking skills

All staff must have and remain current for continued employment the following:

- A current National Police Check (renewed every 3 years)
- A current Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas



Standards of Behaviour

Above the line Our staff will always:

Below the line Our staff will not:

Caring

Show compassion to all people
Demonstrate empathy and understanding
Work as part of the team
Mentor others
Provide encouragement to others
Care for others the way they would like to be cared for themselves

Be disrespectful
Be self-centered
Have inappropriate conversations with others
Display rudeness

Excellence

Commit to the NHW Hardwiring Excellence expectations
Have the courage to question what we do
Persevere to do the best job they can
Strive continuously to improve
Be professional and enthusiastic
Maintain customer focus

Give up
Demonstrate a 'can't-do' attitude
Accept mediocrity
Be unreliable
Pass the buck
Ignore feedback given by patients or colleagues

Respect

Maintain confidentiality and privacy
Listen to others and accept differences
Be punctual
Respond courteously
Greet all people by saying hello, smiling and introducing themselves
Be culturally informed and sensitive
Respect diverse opinions

Be sarcastic
Bully, harass or display aggression
Be judgmental
Withhold information
Contribute to rumours
Leave an untidy workplace

Integrity

Be open and honest
Lead by example
Be responsible and accountable for their own actions
Stand up and take action
Escalate issues or behaviors of concern

Be arrogant
Be dishonest
Be hypocritical
Avoid responsibility
Allow unacceptable behavior

Fairness

Demonstrate consistency
Treat people equally
Be considerate and understanding
Be collaborative and collegial

Discriminate against others
Demonstrate favoritism and exclusion
Refuse to assist others with their workload

Received By Employee

Name: _____

Date: _____