



## POSITION DESCRIPTION

### **POSITION: Associate Nurse Unit Manager (ANUM)**

**Unit/ Specialty Area:** Thoman Hogan Rehabilitation Centre

**Classification:** YW11-12

**Direct position report:** Nurse Unit Manager

**Organisational position report:** Director of Clinical Services

**Employment type:** Full time, Part time

**Location:** Northeast health Wangaratta

## OUR VISION

**To be recognised leaders in rural healthcare**

## OUR VALUES

► CARING    ► EXCELLENCE    ► RESPECT    ► INTEGRITY    ► FAIRNESS

## ROLE DESCRIPTION

An Associate Nurse Unit Manager (ANUM) is delegated responsibility from the Nurse Unit Manager. The ANUM/AMUM provides leadership and management to a multidisciplinary team. The ANUM/AMUM is responsible for ensuring that clinical practice and delivery of care is consistent with the Nursing and Midwifery board standards, NHW Nursing & Midwifery Capability Framework domains of practice and NHW values and code of conduct and aligns with the organisational values.

As the ANUM, you are responsible for leading the delivery of comprehensive, safe and evidence based nursing care to promote optimal health outcomes for all patients during the shifts.

It is the expectation that an ANUM works under the delegation of and in conjunction with the NUM to meet the following standards:

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## KEY ACCOUNTABILITIES



### Direct Comprehensive Care

- Fulfil duty of care, understanding and practicing within own scope of practice in accordance with Nursing and Midwifery Board of Australia guidelines
- Provides and ensures safe, competent and effective care, integrating nursing and healthcare knowledge and strives for excellence
- Ensures a safe and secure physical and psychosocial environment that is responsive to the needs of individuals/groups regardless of race, cultural, religion, age, gender and sexual orientation.
- Demonstrates and leads sound decision making processes for the patient care within the unit and ability to modify in atypical clinical situations
- Leads the process of ethical decision making in patient care
- Demonstrates ability to coordinate interdisciplinary care planning to optimise healthcare status of patients
- Demonstrates commitment to utilising and leading use HWE tactics in patient care to promote standardized best practice.



### Support of Systems

- Takes a lead role in ensuring efficient patient flow in line with the organisational mission and values.
- Contributes to sustainable healthcare practices within the unit through efficient use of human and material resources.
- Utilises NHW systems to document and record activity and appropriately escalate concerns.
- Supports NUM to develop operational and strategic plan for the unit
- In association with the NUM leads and promotes Quality Improvement activities
- Acts as a leader within the unit, nursing and the organisation in all interactions with patients, families, other professionals and the public.
- In association with the NUM, promotes a professional safe and support team culture
- Ensures practice is informed by legislation affecting nursing practice



### Education

- Promotes, supports and enables continuing professional development for team.
- Supports staff attendance at SMART time and educational opportunities on a shift by shift basis
- Demonstrates commitment to continuing professional development of self



## Research

- Ensures nursing practice in the unit that is informed by evidence, standards and clinical guidelines
- Leads and supports critical thinking and the delivery of evidence based practice to Every patient, Every time.
- Actively promotes quality improvement initiatives including audits and research projects



## Professional Leadership

- Is clearly identifiable as the leader of the shift
- Ensures a visible and accessible presence for patients, families and team members throughout the shift
- Communicates professionally and efficiently with all team members, role modelling NHW values and behaviours.
- As a member of the leadership team in the unit, promotes individual accountability and professional team behaviours.

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## QUALIFICATIONS & EXPERIENCE

### ESSENTIAL

- Demonstrated evidence of postgraduate qualification or evidence of working towards
- Demonstrated evidence to ongoing personal and professional development
- Ability to meet key accountabilities
- Commitment to leading safe, quality care for Every patient, Every time.
- Demonstrated leadership skills.
- Demonstrated oral and written interpersonal, communication skills including conflict resolution skills.
- Demonstrated evidence of computer and digital competence
- Demonstrated ability to work within a multidisciplinary team and autonomously
- Ability to work well under pressure and flexibility to adapt to changing priorities
- Demonstrated excellent time management, decision making and organisational skills

### DESIRABLE

- Demonstrated recent experience in clinical area
- Demonstrated previous experience in clinical leadership

## ADDITIONAL REQUIREMENTS

- Current registration with AHPRA as a Registered Nurse/Registered Midwife
- Employees are required to provide and maintain required immunization and serology records
  - Vaccination category A
- It is preferable to be employed at .6EFT or greater

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

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

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## RELEVANT DOCUMENTS

*The following documents can be found on the Northeast Health Wangaratta website and on Prompt*

Nursing & Midwifery Capability Framework (NMCF) Domains of Practice

Northeast Health Wangaratta NMCF unit specific skills list

Northeast Health Wangaratta Performance Development & Review tool

Northeast Health Wangaratta Hardwiring Excellence resources

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## ADDITIONAL RESOURCES

NMBA Registered Nurse Standards for Practice 2016

NMBA Nursing and Midwifery Practice Decisions Summary Guides

NMBA Code of Professional Conduct for Nurses in Australia

NMBA Code of Ethics for Nurses in Australia

NMBA National Competency Standards for the Midwife

NMBA Code of Ethics for Midwives in Australia

Nurse & Midwives Enterprise agreement 2016-2020

ANMF Code of Professional Conduct for Midwives in Australia. Good Practice Guide to Performance Management for Nurses and Midwives - Victorian Public Health Service 2013

APHRA Guidelines for Mandatory Notification

NMBA A Nurses Guide to Professional Boundaries

NMBA Continuing Professional Development Standard

Delegation and Supervision Guidelines for Victorian Nurses and Midwives

National Safety & Quality Health Service Standards

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## PERFORMANCE DEVELOPMENT AND REVIEW (PDR)

1. PDRs will be conducted yearly or prior as deemed necessary by Nurse Unit Manager / Manager or delegate.
2. Prior to annual PDR employees are required to complete a self-evaluation utilising the PDR document and return it to their manager prior to the feedback session.
3. There is an expectation that individuals will assume responsibility for completion of any learning requirements advised by the organisation. This includes all Mandatory Training and Clinical Competencies as required (annually or in accordance with timelines specified in relevant health service policies and procedures).

# 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



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## DECLARATION

As the incumbent of this position, I acknowledge that I have read the Position Description, understood its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the Health Service's policy on confidentiality of commercial and patient / consumer information or such sensitive information that I may come across in the course of my employment.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_\_