



## POSITION DESCRIPTION

<b>Name:</b>	Maree Delaney
<b>Commencement / Last Date Reviewed:</b>	April 2019
<b>Reviewed By:</b>	Unit Manager Thomas Hogan
<b>EBA:</b>	Nurses & Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020

## ORGANISATIONAL STRUCTURE

Position Title	Role / Team	Area	Direct Reports
Associate Nurse Unit Manager Yr 1 or Yr 2	Thomas Hogan Rehabilitation Centre	Clinical Services	Nursing & Allied Health Staff
Location	EBA Classification	Reports To	Professional Accountability
Wangaratta	YW11 - YW12	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 -THC 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 - THC also works within the philosophy, guidelines and policies of the organisation and the Nursing Division.

This ward has a predominant focus on Rehabilitation and Sub Acute nursing and skills pertaining to the management of this group of clients and staff are sought.

An understanding of the hospitals Code of Behavior is an essential component in the pursuit of establishing team relationships within this ward.



## 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
<b>Core Role</b>	<ul style="list-style-type: none"> <li>- The primary activity of the Associate Nurse Unit Manager is to work within the philosophy, guidelines and policies of the hospital, the Nursing Division, and the Rehabilitation Unit.</li> <li>- To maintain and promote a therapeutic environment for the management of Rehabilitation patients.</li> <li>- Maintain and promote a therapeutic environment</li> <li>- Anticipation of patient care needs, including education and encouragement of optimal independence in functional tasks</li> <li>- A commitment to collegial collaboration in the formulation of care planning for clients with all staff</li> <li>- Maintain a discharge planning focus in care planning with patients</li> <li>- Participate in the Rehabilitation Units meeting schedules:</li> <li>- Rehabilitation Nursing monthly meetings</li> <li>- Rehabilitation Staff monthly meetings</li> <li>- Rotate attendance at Rehabilitation Case Conference meetings</li> <li>- NHW staff forum</li> <li>- Remain focused on developing and strengthening team participation in all concepts of the Rehabilitation Unit.</li> </ul>
	<p>KPI</p> <ul style="list-style-type: none"> <li>- Influence Best Practice in all aspects of nursing and patient care utilising principles of Evidence Based Practice.</li> <li>- Act as an expert consultant/advisor whilst demonstrating and teaching advanced clinical practice.</li> <li>- 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.</li> <li>- Compliance with NHW Policies and Procedures.</li> <li>- Compliance with the Nurses and Midwifery Board of Australia legislation and regulations at all times.</li> <li>- Compliance with Occupational Health and Safety Act.</li> <li>- Follows legal requirement with regard to administration of drugs</li> <li>- Responds effectively in unexpected or rapidly changing situations</li> </ul>
<b>Client Focus</b>	<ul style="list-style-type: none"> <li>- Acts as a consultant to departments outside the unit</li> <li>- Involves other health professionals when individual/groups needs fall outside the scope of nursing practice</li> <li>- Organises workload and delegates appropriately in accordance with shift activity</li> <li>- Coordinates the development of a plan of care and ensures implementation</li> <li>- Identifies expected outcomes including a time frame for achievement in collaboration with individuals or groups</li> <li>- Evaluates progress toward expected outcomes and reviews and revises plans accordingly</li> <li>- Identifies conflict situations and applies principles of conflict resolution</li> <li>- Establishes effective interpersonal relationships with individuals or groups</li> <li>- Provide feedback to staff in a timely fashion</li> <li>- Establish and maintain collaborative relationships with colleagues and members of the health care team</li> <li>-</li> </ul>
	<p>KPI</p> <ul style="list-style-type: none"> <li>- Protects the rights of individuals and groups in relation to health care</li> <li>- Acknowledges the rights of individuals and groups in the delivery of care and involves patients in decision making</li> <li>- Ensures that patients and family are well informed of procedures and treatments through the provision of relevant and current health information</li> <li>- Respects the values, customs and spiritual beliefs of individuals and groups</li> <li>- Demonstrates the Principles of NHW Hard Wiring for Excellence.</li> <li>- Acts as a consultant to departments outside the unit.</li> <li>- Demonstrate ability to “Chair” Case Conference and Family Meetings.</li> <li>- Evaluates progress toward expected outcomes and reviews and revises plans accordingly.</li> </ul>



<p><b>Employees Obligations- OHS</b></p>	<ul style="list-style-type: none"> <li>- Participate in the development of a safe and healthy workplace.</li> <li>- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.</li> <li>- Co-operate with management in its fulfilment of its legislative obligations.</li> <li>- 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.</li> <li>- To report any injury, hazard or illness immediately, where practical to their supervisor.</li> <li>- Not place others at risk by any act or omission.</li> <li>- Not wilfully or recklessly interfere with safety equipment.</li> </ul>
<p><b>Employee Obligations- Medication Safety</b></p>	<ul style="list-style-type: none"> <li>- 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.</li> </ul>

**WORKING RELATIONSHIPS**

**INTERNAL**

- NHW Staff Members

**EXTERNAL**

- Patients and Visitors
- Other Health Service

**KEY SELECTION CRITERIA**

**Essential**

- Current Registration with the Nurses board of Victoria as Division 1 Nurse
- Substantial post registration experience in nursing
- 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

**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

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# 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: \_\_\_\_\_