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## POSITION DESCRIPTION

### **POSITION: Nurse Unit Manager (NUM)**

**Unit/ Specialty Area:** Medical Ward

**Classification:** NM3

**Direct position report:** Operational Director

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

**Employment type:** Full time

**Location:** All departments

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## OUR VISION

**To be recognised leaders in rural healthcare**

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## OUR VALUES

▶ **CARING**    ▶ **EXCELLENCE**    ▶ **RESPECT**    ▶ **INTEGRITY**    ▶ **FAIRNESS**

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## ROLE DESCRIPTION

The NUM provides leadership and management to a multidisciplinary team within a designated ward/unit. The NUM 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 NUM, you are responsible for leading the delivery of comprehensive, safe and evidence based nursing care to promote optimal health outcomes for all patients within the ward/unit..

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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
- Maintains and ensures safe, competent and effective care, integrating nursing and healthcare knowledge and strives for excellence in clinical outcomes through evidence based practice, research and education.
- Ensures effective partnerships with internal and external stakeholders.
- 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 commitment to utilising and leading HWE tactics in patient care to promote standardised best practice.



### Support of Systems

- Leads efficient patient flow in line with the organisational mission and values.
- Leads sustainable healthcare practices within the unit through efficient use of human and material resources.
- Acts as a leader within nursing, the unit and the organisation in all interactions with patients, families, other professionals and the public.
- Promotes a professional, safe and supportive team culture
- Ensures practice and care is informed by legislation, evidence based practice, research and education to ensure quality and excellence in clinical outcomes.
- Ensures effective human resource management related to recruitment, rostering practices, allocation of resources, leave management, in line with EBA requirements.
- Is accountable for budget development, monitoring and reporting.
- Ensures effective leadership and management of Performance Development and Review process of nursing staff.
- Demonstrates a comprehensive understanding of business, funding models and systems relevant to the area of management.
- Priorities timely and regular communication to all relevant stakeholders in relation to ward/unit operations, nursing workforce issues and initiatives.
- Sustains a collaborative and proactive relationship with People and Culture unit, Environmental services, Finance, Corporate services, Allied health.



## Education

- Responsible for achievement of competencies and mandatory training for nurses within the unit.
- 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 and others related to leadership and management.



## 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 and leads quality improvement initiatives including audits, research projects and quality improvement initiatives within unit.
- Manages and supports staff to achieve requirements for clinical, education, quality or leadership portfolios.



## Professional Leadership

- Is clearly identifiable as the leader of the unit
- Leads and develops a workforce that is skilled, dynamic, resilient and resourceful through effective team management.
- Communicates professionally and efficiently with all team members, role modelling NHW values and behaviours.
- Promotes individual accountability and professional team behaviours.
- Participates in professional development opportunities that are offered within the organisation to ensure ongoing professional development of self and alignment with organisational values and priorities.

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## QUALIFICATIONS & EXPERIENCE

### ESSENTIAL

- Demonstrated evidence of post graduate qualifications
- Commitment to leading safe, quality care for Every patient, Every time
- Demonstrated excellent adaptive leadership and management 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
- Proof of Covid-19 Vaccination

### DESIRABLE

- Masters or demonstrated willingness to work towards.
- Previous experience in the relevant clinical area
- Extensive years of nursing experience including leadership and management roles

### ADDITIONAL REQUIREMENTS

- Demonstrated evidence of ongoing personal and professional development
- Current registration with AHPRA as a Registered Nurse/Registered Midwife
- Provide and maintain required immunization and serology records - Vaccination category A (Covid-19 Vaccination and yearly flu vaccination required)
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### 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:** \_\_\_ / \_\_\_ / \_\_\_\_\_