



HSS Registered

Associate Nurse Unit Manager
Nurses and Midwives Agreement: SRN Level 3
Position Number: 603010
Rehabilitation and Aged Care
Armadale Health Service / East Metropolitan Health Service

Reporting Relationships

Nurse Director – Medical Services
 RN SRN Level 9
 Position Number: 006265



Nurse Unit Manager
 RN SRN Level 4
 Position Number: TBA



This Position



Directly reporting to this position:

| Title | Classification | FTE |
|--------------------|----------------|-----|
| • Clinical Nurse | RN Level 2 | |
| • Registered Nurse | RN Level 1 | |
| • Enrolled Nurse | EN | |

Also reporting to this supervisor:

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Key Responsibilities

The role of the Associate Nurse Unit Manager / Midwifery Manager (ANUM/MM) is to support the Nurse Unit Manager / Midwifery Manager (NUM/MM) and act in their role as required. The ANUM/MM works with the NUM/MM to provide effective leadership and efficient management of the designated area of specialty in line with the Armadale Health Service strategic direction. This position will provide clinical leadership to patients and nursing/midwifery staff within the area of specialty. The ANUM/MM, together with the NUM/MM, forms part of the management team responsible for patient centred high quality clinical care, with the support of the Manager of Surgical/Medical Services and Director of Nursing and Midwifery. The position is responsible for the delivery of clinical nursing services at an advanced level, promoting, establishing and implementing evidenced based therapeutic interventions in collaboration with the Multi-Disciplinary Team (MDT). The ANUM/MM coordinates the continuum of care across the patient's journey.

Brief Summary of Duties (in order of importance)

1. Leadership and Management

- 1.1 Works collaboratively with the NUM/MM to develop the systems, processes and projects required to ensure efficient, effective and responsive operation of the allocated work in line with organisation's strategic direction.
- 1.2 In collaboration with the NUM/MM, facilitates the provision of advanced and complex patient care within the area of speciality at a Hospital and Health Service level working in a managerial and leadership role with the interdisciplinary team members and external providers.
- 1.3 Supports the NUM/MM to monitor nursing service financial performance to ensure the achievement of negotiated targets and performance indicators for the area of responsibility within an ABF/ABM environment
- 1.4 Assists the NUM/MM in the development and implementation of business plans and strategies to facilitate effective utilisation of human, allocated financial and physical resources within the area of specialty and organisational priorities. Ensures that all administrative functions are completed within the mandate of the position.
- 1.5 Responsible for ensuring that professional and practice concerns are communicated in a timely manner to the NUM/MM
- 1.6 Analyses relevant research to determine clinical and management trends. Under the guidance of the NUM/MM initiates and implements best practice that supports the delivery of evidence based clinical care and management in area of speciality.
- 1.7 In conjunction with the NUM/MM, develops implements and evaluates education and training programs specific to the area of speciality.
- 1.8 Assists the NUM/MM to manage staff recruitment, retention strategies and human resource management for the areas of specialty in accordance with WA DoH and SMSH policy and professional standards. Manage work practices in accordance with award agreements and entitlements.
- 1.9 Maintains excellence in interpersonal skills to engage and guide the multi-disciplinary team and external customers to deliver effective patient care in relation to area of speciality.

2. Quality and Performance Innovation

- 2.1 Assists the NUM/MM in the development of and participates in the formal Nursing/Midwifery quality improvement and risk management strategies for their area of speciality and Service wide
- 2.2 Ensures staff within the area of specialty treats all patients, visitors and staff in a courteous and non-discriminatory manner. Provide an efficient and customer focussed service.
- 2.3 Assists the NUM/MM to promote a culture of continuous service improvement and facilitates nursing/midwifery compliance with National Safety & Quality Health Service Standards and the EQuIP National programme
- 2.4 Assists the NUM/MM in the implementation, adherence and monitoring of Nursing Sensitive Indicators for area of responsibility
- 2.5 Maintain awareness of unit's KPI's and Performance indicators and actively assist and support staff to achieve the desired targets
- 2.6 Initiates the development of standards and policies for the areas of speciality in collaboration with the NUM/MM, using evidence based approach, developing innovative methods and techniques for effective practice and change, internal and external to the area of responsibility.
- 2.7 Ensures ongoing maintenance of performance management systems which support the ongoing development of staff.

3. Research and Performance Innovation

- 3.1 Initiates and participates in/supports evidence based practice projects and research within the area of specialty under the guidance of the NUM/MM.
- 3.2 Acts as one of the unit's clinical leads, providing support and education to team members, mentors and oversees inexperienced team members, and assists the NUM/MM to drive a culture of professional development for all levels of nursing staff within the unit.
- 3.3 Serves as a resource and mentor of evidence based practice through role modelling and support of Nursing & Midwifery practice changes
- 3.4 Incorporates Evidence Based Nursing/Midwifery Practice into patient care and leadership responsibilities.
- 3.5 Assists the NUM/MM to operationalise the strategic plan of the area of specialty to ensure that Nursing services, and other services under area of responsibility are able to meet the changing needs of the health care industry.

4. Communication

- 4.1 Works in conjunction with the NUM/MM to establish effective and timely communication with patients, the multidisciplinary team and the public.
- 4.2 Maintains open and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal skills.
- 4.3 As delegated by the NUM/MM, is responsible for investigating and addressing clinical incidents and patient complaints ensuring compliance with legal requirements governing Armadale Health Service.

5. Professional Accountability

- 5.1 Complies with and demonstrates a positive commitment to the following legislation;
- 5.2 Nursing and Midwifery Board of Australia – Code of Conduct
- 5.3 Poisons Act
- 5.4 National Safety and Quality Health Service Standards

6. EMHS Governance, Safety and Quality Requirements

- 6.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 6.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 6.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 6.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 6.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 6.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

7. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced skills, knowledge, experience and competence in area of specialty.
3. Demonstrated knowledge and application of human resource principles including legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
4. Advanced interpersonal & communication skills (written & verbal).
5. Demonstrated ability in the knowledge & application of research & best practice principles and an experience undertaking activities utilising the quality review cycle and aligned with the National Safety and Quality Health Services Standards.
6. Demonstrated commitment to professional development of self and others.

Desirable Selection Criteria

1. Possession of, or significant progression toward the attainment of a post graduate qualification in area of specialty.
2. Demonstrated computer literacy, in particular, competence with office productivity applications.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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|----------------------------|-----------|----|-----------|------|
| Manager / Supervisor Name | Signature | or | HE Number | Date |
| Dept. / Division Head Name | Signature | or | HE Number | Date |

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

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|----------------|-----------|----|-----------|------|
| Occupant Name | Signature | or | HE Number | Date |
| Effective Date | | | | |

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| HSS Registration Details (to be completed by HSS) | | | |
| Created on | Last Updated on | HE152179: 19 June 2017 | |