



HSS Registered

Nurse Unit Manager
Nurses and Midwives Agreement: SRN Level 4
Position Number: 006168
Same Day Unit
Armadale Kalamunda Group (AKG) / East Metropolitan Health Service

Reporting Relationships

Director of Nursing and Midwifery
RN SRN Level 10
Position Number: 005001



Nurse Coordinator – Surgical and Acute Services
RN SRN Level 7
Position Number: 603091



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: ←

- Nurse Unit Manager (various), SRN Level 4
- Clinical Nurse Specialist (various), SRN Level 3.

Key Responsibilities

The Nurse Unit Manager (NUM) demonstrates the AKG vision and values, providing leadership and management in relation to quality patient care, and both budgetary and human resources in the Same Day Unit, Preadmission Clinic and Transit Lounge. As a key leader in the inter-professional team, the NUM will ensure that key performance indicator targets are met while ensuring that patient outcomes are optimal and evidence based. The NUM will liaise with internal and external stakeholders to ensure standards are continually improved and maintained in line with the strategic direction of the health service.



Brief Summary of Duties (in order of importance)

1. AKG Vision and Values

- 1.1 Undertakes the duties within this JDF whilst demonstrating the AKG vision of “Delivering excellent health care for a healthier community”.
- 1.2 Undertakes the duties within this JDF whilst demonstrating the AKG values in a practical and meaningful way, specifically;
 - Respect: The way we treat people should be a reflection on how we want people to treat us.
 - Teamwork: Our successes and achievements are a result of working together, not the actions of an individual.
 - Professionalism: How we conduct ourselves must be without question.
 - Kindness: The way we treat each other, including those in our care, is a reflection on the whole organisation.

2. Leadership and Management

- 2.1 Provides the single point of accountability for clinical and management leadership for nursing and within the unit.
- 2.2 Provides leadership to nursing, medical and allied health professionals and providers both within and external to EMHS.
- 2.3 Facilitates the provision of advanced and complex patient care within the area of speciality at a hospital and health service level, working in a leadership capacity with interprofessional team members and external providers.
- 2.4 Provides expert consultancy service for a broad range of stakeholders, internal and external to the hospital.
- 2.5 Responsible for the management of the allocated/available budgets and achieving national targets for the area of responsibility with in an ABF/ABM environment reporting against the agreed KPIs working in partnership with the Head of Specialty.
- 2.6 Develops and implements business plans and strategies in partnership with Head of Speciality to facilitate effective utilisation of human, allocated financial and physical resources within the clinical unit, division and organisational priorities.
- 2.7 Responsible for ensuring that professional and practice concerns are communicated in timely manner to the SRN responsible for their centre and/or to the Director of Nursing & Midwifery.
- 2.8 Analyses relevant research to determine clinical and management trends, initiates and implements best practice that supports the delivery of evidence based clinical care and management in area of speciality.
- 2.9 Works collaboratively to ensure education and training programmes met the needs of the unit.
- 2.10 Allocates staff mix according to analysis of clinical needs, promoting optimal use of available resources within best practice guidelines.
- 2.11 Maintains excellence in interpersonal skills and leadership to engage and guide the interprofessional team and external customers to deliver effective patient care.

3. Quality and Performance Innovation

- 3.1 Initiates and participates in the development of formal nursing quality improvement and risk management strategies in their area of speciality.
- 3.2 Promotes and facilitates nursing/midwifery compliance with National Safety & Quality Health Service Standards and the EQulP National programme.
- 3.3 Leads the implementation, adherence and monitoring of nursing sensitive indicators for area of responsibility.

- 3.4 Develops standards and policies using an evidence based approach, developing innovative methods and techniques for effective practice.
- 3.5 Implements and maintains performance management systems which support ongoing development of staff.
- 3.6 In partnership with the Head of Specialty leads the establishment and maintenance of a culture of patient safety within their area of specialty and contributes to the service wide initiatives.

4. Research and Performance Innovation

- 4.1 Researches issues of significance and maintains expert awareness of initiatives and innovations both internal and external to the health service.
- 4.2 Serves as a resource and mentor of evidence based practice through role modelling and support of Nursing & Midwifery practice changes.
- 4.3 Incorporates evidence based nursing practice into patient care and leadership responsibilities.
- 4.4 Participates in/supports evidence based practice projects within unit.
- 4.5 Through strategic planning, monitors the internal and external environment and influences to ensure that nursing and other services under area of responsibility are able to meet the changing needs of the health care industry.

5. Communication

- 5.1 Maintains open and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal skills.
- 5.2 Responsible for addressing patient complaints ensuring compliance with legal requirements governing AKG.
- 5.3 Provides a public relations function for the area including investigation and management of ministerial inquires.

6. Professional Accountability

- 6.1 Complies with and demonstrates commitment associated legislation such as the Nursing and Midwifery Board of Australia – Code of Conduct; Poisons Act. 2014; and the National Safety and Quality Health Service Standards.

7. EMHS Governance, Safety and Quality Requirements

- 7.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 7.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 7.3 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.
- 7.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 7.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 7.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

8. 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 leadership skills including experience with finance and resource management with clinical knowledge and skills in Same Day Surgical Nursing and Pre Admission Clinic.
3. Demonstrated advanced interpersonal, communication (written & verbal) and negotiation skills.
4. Demonstrated significant knowledge & application of research & best practice principles aligned with the National Safety and Quality Health Services Standards.
5. Demonstrated knowledge and application of human resource management principles.
6. Demonstrated commitment to the professional development of self and others.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

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
- With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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.

Manager / Supervisor Name	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	October 2016	Last Updated on	August 2018
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