



**HSS REGISTERED**

**Associate Nurse Unit Manager –  
Emergency Department**

**Nurses and Midwives Agreement: SRN Level 3**

**Position Number: 603009**

**Emergency Department**

**Armadale Health Service / East Metropolitan Health Service**

**Reporting Relationships**

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



Nurse Unit Manager  
RN SRN Level 4  
Position Number: 603003



**This Position**



Directly reporting to this position:

<b>Title</b>	<b>Classification</b>	<b>FTE</b>
• Clinical Nurse	RN Level 2	
• Registered Nurse	RN Level 1	
• Enrolled Nurse	EN	



Also reporting to this supervisor:

- Various

**Key Responsibilities**

The role of the Associate Nurse Unit Manager (ANUM) is to support the Nurse Unit Manager (NUM) in the provision of leadership and management including the management of budgetary, human resources and clinical services whilst demonstrating the Armadale Kalamunda Group (AKG) vision and values. The ANUM will provide clinical leadership and have advanced clinical skills to deal with complex medical admissions as well as promoting and implementing evidence based care and therapeutic interventions in collaboration with the inter-professional team. The ANUM will report against key performance indicators in order to monitor and continually improve patient care and the health service outcomes.

## 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 Works collaboratively with the NUM 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.
- 2.2 In collaboration with the NUM, facilitates the provision of advanced and complex patient care working in a managerial and leadership capacity with the interprofessional team.
- 2.3 Supports the NUM to monitor financial performance to ensure the achievement of negotiated targets and performance indicators within an ABF/ABM environment.
- 2.4 Assists the NUM in the development and implementation of business plans and strategies to facilitate effective utilisation of human, financial and physical resources and organisational priorities. Ensures that administrative functions are completed within the mandate of the position.
- 2.5 Responsible for ensuring that professional and practice concerns are communicated in a timely manner to the NUM.
- 2.6 Analyses relevant research to determine clinical and management trends. Under the guidance of the NUM initiates and implements best practice that supports the delivery of evidence based clinical care and management in area of speciality.
- 2.7 Works collaboratively to ensure education and training programmes met the needs of the unit.
- 2.8 Assists the NUM to manage staff recruitment and retention strategies and human resource management in accordance with WA DoH and EMHS policy and professional standards.
- 2.9 Manages work practices in accordance with award agreements and entitlements.
- 2.10 Maintains excellence in interpersonal skills to engage and guide the interprofessional team and external customers to deliver effective patient care.

### 3. Quality and Performance Innovation

- 3.1 Assists the NUM in the development of and participates in the formal Nursing/Midwifery quality improvement and risk management strategies.
- 3.2 Ensures staff within the area of specialty treat all patients, visitors and staff in a courteous and non-discriminatory manner, providing an efficient and customer focussed service.
- 3.3 Assists the NUM to promote a culture of continuous service improvement and facilitates compliance with National Safety & Quality Health Service Standards and the EQulP National programme.
- 3.4 Assists the NUM in the implementation, adherence and monitoring of nursing sensitive indicators for area of responsibility.

- 3.5 Maintain awareness of unit's KPI's and actively assist and supports the NUM to achieve the desired targets.
- 3.6 Initiates the development of standards and policies in collaboration with the NUM, using an evidence based approach, developing innovative methods and techniques for effective practice and change, internal and external to the area of responsibility.
- 3.7 Ensures ongoing maintenance of performance management systems which support the ongoing development of staff.

#### **4. Research and Performance Innovation**

- 4.1 Initiates and participates in/supports evidence based practice projects and research under the guidance of the NUM.
- 4.2 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 to drive a culture of professional development for all levels of nursing staff within the unit.
- 4.3 Serves as a resource and mentor of evidence based practice through role modelling and support of nursing practice changes.
- 4.4 Incorporates evidence based nursing practice into patient care and leadership responsibilities.
- 4.5 Assists the NUM to operationalise the strategic plan of the area of specialty 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 Works in conjunction with the NUM to establish effective and timely communication with patients, the interprofessional team and the public.
- 5.2 Maintains open and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal skills.
- 5.3 As delegated by the NUM, is responsible for investigating and addressing clinical incidents and patient complaints ensuring compliance with legal requirements governing AKG.

#### **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 clinical skills, experience and competence in area of specialty.
3. Demonstrated advanced interpersonal, communication (written & verbal) and negotiation skills.
4. Demonstrated knowledge & application of research & best practice principles aligned with the National Safety and Quality Health Services Standards.
5. Demonstrated commitment to the professional development of self and others.
6. 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.
- Working 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
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.

Occupant Name	Signature	or	HE Number	Date
Effective Date				

**HSS Registration Details** (to be completed by HSS)

Created on	Last Updated on
	August 2018