



**HSS REGISTERED**

**Associate Nurse Unit Manager – Acute Medical  
Nurses and Midwives Agreement: SRN Level 3**

**Position Number: 603224**

**Service 1, Acute Medical**

**Royal Perth Bentley Group / East Metropolitan Health Service**

**Reporting Relationships**

↑  
Nursing Director Service 1  
Nurses and Midwives Agreement SRN 10  
Position Number: 105222

↑  
Coordinator of Nursing Service 1  
Nurses and Midwives Agreement SRN 7  
Position Number: 603072

↑  
Nurse Unit Manager Acute Medical  
Nurses and Midwives Agreement SRN 4  
Position Number: 602600

**This Position**

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Directly reporting to this position:

<b>Title</b>	<b>Classification</b>
• Clinical Nurse	RN Level 2
• Registered Nurse	RN Level 1
• Enrolled Nurse	EN Level 1-4
• Assistant in Nursing	AIN Year 1-3

← Also reporting to this supervisor:

- Clinical Nurse RN Level 2
- Registered Nurse RN Level 1
- Enrolled Nurse EN Level 1-4
- Clerical Support Officer HSO Level 4

**Key Responsibilities**

The role of the Associate Nurse Unit Manager/Midwifery Manager (ANUM/MM) works in partnership with the Nurse Unit Manger/Midwifery Manager (NUM/MM) to provide clinical leadership to all staff to ensure that person-centred care is planned, implemented, evaluated and maintained at a high standard. The ANUM acts as a professional and clinical role model for all staff in setting clinical standards and achieving high quality evidence-based nursing care, in collaboration with the Inter-Disciplinary Team (IDT). The ANUM/MM demonstrates advanced clinical knowledge and skills while assuming a management focus in the ward/unit and accepts the responsibilities and authority of the NUM/MM in their absence and as such is able to undertake the administrative operations of the unit. They accept responsibility and are accountable for designated management portfolio's and projects, with the support of the NUM.

## 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 specified area 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 ANF/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 specified area 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 the specified area.
- 1.7 In conjunction with the NUM/MM, develops implements and evaluates education and training programs specific to the specified area.
- 1.8 Assists the NUM/MM to management staff recruitment, retention strategies and human resource management for the specified areas in accordance with WA DoH and EMHS policy a professional standards. Manage work practices in accordance with award agreements and entitlements.
- 1.9 Maintains excellence in interpersonal skills to engage the inter-disciplinary team and external customers to deliver effective patient care in relation to the specified area.

### 2. Quality Performance Innovation

- 2.1 Assists the NUM/MM in the development of and participates in formal Nursing/Midwifery quality improvement and risk management strategies for their specified area and service wide.
- 2.2 Ensures staff within the specified area 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 provide a culture of continuous service improvement and facilitates in EQulP 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 specified areas 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 supports the ongoing development of staff.

### 3. Research and Performance Innovation

- 3.1 Initiates and participates in/supports evidence based practice projects and research the specified area 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 practices 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 specified area 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 patients complaints ensuring compliance with legal requirements governing Royal Perth Bentley Group.

#### **5. Professional Accountability**

- 5.1 Complies with and demonstrates a positive commitment to the following legislation;
  - Nursing and Midwifery Board of Australia-Code of Conduct
  - Poisons Act
  - 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 for 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.
- 6.7 Participates in the maintenance of a safe work environment.

#### **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 the specified area.
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 and application of research & best practice principles and 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 the specified area.
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
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Dept. / Divisi	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)

<b>Created on</b>	September 2018	<b>Last Updated on</b>	September 2018
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