



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	610171
Division:	South West	Title:	Nurse Unit Manager – Mental Health
Branch:	Bunbury	Classification:	RN SRN Level 3
Section:	Mental Health	Award/Agreement	Nurses and Midwives Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	South West Regional Director
	Classification:	HSO Class 2
	Position No:	613069



Responsible To	Title:	Regional Manager Mental Health
	Classification:	HSO Level G-10
	Position No:	613090



This position	Title:	Nurse Unit Manager – Mental Health
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	Position No:	610171



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Clinical Coordinator USW
Clinical Nurse Manager OAMH
Clinical Coordinator LSW
Team Leader CAMHS
Safety & Quality Officer
Nurse Educator
Business Manager
Administration Team Leader



Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number
609981	Clinical Nurse Specialist		
609942	Senior Occupational Therapist		
609971	Ward Clerk		
614847	Administration Assistant		

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Section 3 – KEY RESPONSIBILITIES

The Acute Psychiatric Unit (APU) incorporates open and secure (Psychiatric Intensive Care Unit) ward areas and the Acute Therapy Unit. The Nurse Unit Manager (NUM) has management responsibility for the APU. The NUM provides effective leadership and coordination to improve services and achieve organisational objectives within available resources. Works with the mental health management team to ensure coordination of inpatient and community mental health services. Works with external services and agencies to coordinate and develop care.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services



OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services.

Partnerships and collaboration.

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.	Ensure the provision of effective, high quality clinical services within the APU.	D	100
2.	Develop systems and processes to maintain and measure the effectiveness and efficiency of all services provided by the APU.	D	
3.	Provide expert professional advice and support in relation to inpatient mental health care to staff of the APU, the Regional Manager Mental Health and Clinical Director and other stakeholders.	D	
4.	Work with the Clinical Director to promote effective clinical governance in the APU.	D	
5.	Develop effective working relationships with community mental health teams, other WACHS – South West services and external stakeholders to support an integrated approach to the delivery of mental health services across the region and state.	D	
6.	Ensure the effective management, administration and delivery of services by the APU within budget, role delineation, service plans, and quality requirements.	D	
7.	Co-ordinate the services, operations, and resources of the APU to effectively respond to WACHS – South West requirements and the needs of the population.	D	
8.	Lead the ongoing development and improvement of APU policy, processes, and work practices.	D	
9.	Undertake research, analysis, and assessments in relation to the planning and provision of health services authorised by the Regional Manager and prepare detailed planning and implementation strategies, reports, papers, documents, and correspondence.	O	
10.	Provide leadership and facilitate change consistent with WACHS – South West strategic direction and plans.	R	
11.	Provide services in line with relevant legislation and Department of Health / WACHS policies.	D	
12.	Participate in performance appraisal and professional development.	R	
13.	The APU Nurse Unit Manager is a member of the Mental Health Management Team.	D	
14.	Represent the WACHS – South West and the South West Mental Health Service at external meetings.	O	
15.	From time to time the Regional Manager Mental Health may require additional duties and responsibilities to be undertaken by the position holder.	O	
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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South West**

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated successful knowledge and experience relevant to the management of an acute in-patient mental health unit and therapy service.
3. Demonstrated successful knowledge and experience in the management of financial, staffing, and clinical resources.
4. Demonstrated ability to provide leadership and facilitate complex change.
5. Sound understanding of current issues in the public sector health system, including regional/rural service issues.
6. Highly developed verbal, written, interpersonal and negotiation skills, including the ability to liaise and consult with people in a variety of contexts.
7. Demonstrated knowledge of the Mental Health Act 2014 and its application.
8. Well developed conceptual, analytical, and evaluation skills, including the ability to provide innovative solutions to complex and sensitive problems.
9. Knowledge and understanding of contemporary quality and risk management principles and ability to provide a high level of customer service.
10. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
11. Current C or C-A Class driver's license.

DESIRABLE

1. Possession of /or progression towards a tertiary qualification in Health Administration or other relevant studies.

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement. • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance. • Successful Pre- Employment Health Assessment. • Successful WA Health Integrity Check. • Evidence of a current C or C-A Class drivers licence. 		
Specialised equipment operated	Computer		WA Country Health Service South West 26 March 2019 REGISTERED

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

Name	Signature	Date Appointed	Date Signed