



HSS REGISTERED

Nurse Unit Manager
Nurses and Midwives Agreement: SRN Level 4
Position Number: 603066
Acute Surgical Plastics, ENT & Maxillo-Facial Ward 6H / Service 4
Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships

Executive Director Royal Perth Bentley Group
 Health Executive Grade D
 Position Number: 104822



Medical Co-Director HSO G14 Position Number: 602509	Service Co-Director HSO G14 Position Number: 602505	Director of Nursing, Midwifery & PSS Level: Health Executive Grade B Position Number: 602920 <i>(Professional Accountability)</i>
--	--	---



Nurse Director
 RN SRN Level 10
 Position Number: 105307



Coordinator of Nursing
 RN SRN Level 7
 Position Number: 603073



This Position



Directly reporting to this position:

Title:	Classification:	FTE:
• Clinical Nurse	Registered Nurse, Level 2	
• Registered Nurse	Registered Nurse, Level 1	
• Enrolled Nurse	Enrolled Nurse, Level 1-4	
• Advanced Skills Enrolled Nurse	Advanced Skill Enrolled Nurse, Level 1-2	
• Assistant in Nursing	Assistant in Nursing, Level 1-3	
•		
• Clerical Support Officer	HSO Level 2	

← Also reporting to this supervisor:

- Nurse Unit Manager, RN SRN, Level 4

Key Responsibilities

The Nurse Unit Manager is a senior registered nurse responsible for leading and managing nursing to deliver evidence based care to achieve optimal patient outcomes within allocated resources. The Nurse Unit Manager is accountable for improving and maintaining standards, developing solutions and delivering outcomes consistent with service and organisational imperatives and targets. As a key leader in the interdisciplinary team, the Nurse Unit Manager will ensure that the unit meets the requirement for delivery of a patient centered service against key performance indicators: quality, budget, human resources and professional development. The position provides a consultation and liaison service within their area of expertise to relevant internal and external customers.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.

- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

Brief Summary of Duties

1. Leadership and Management

- 1.1 Provides the single point of accountability for clinical and management leadership to Nursing and others within the unit.
- 1.2 Provides leadership to nursing, medical, allied health professionals and patient support services within and external to the East Metropolitan Health Service.
- 1.3 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 role with the interdisciplinary team members and external providers.
- 1.4 Provides an expert consultancy service for a broad range of stakeholders, internal and external to the Hospital.
- 1.5 Responsible for the management of the allocated/available budgets and achieving national targets for the area of responsibility within an ABF/ABM environment reporting against the agreed KPIs working in partnership with the Head of Specialty.
- 1.6 Develops and implements business plans and strategies in partnership with Head of Specialty to facilitate effective utilisation of human, allocated financial and physical resources within the clinical unit, division and organisational priorities.
- 1.7 Responsible for ensuring that professional and practice concerns are communicated in timely manner to the SRN responsible for their service and/or to the Director of Nursing & PSS.
- 1.8 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.
- 1.9 Develops, implements and evaluates education and training programs.
- 1.10 Allocates staff mix according to analysis of clinical needs promoting optimal use of available resources within best practice guidelines.
- 1.11 Maintains excellence in interpersonal skills and leadership 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 Initiates and participates in the development of formal Nursing quality improvement and risk management strategies for their area of speciality and Service wide.
- 2.2 Promotes and facilitates nursing/midwifery compliance with National Safety & Quality Health Service Standards and the EQUiP National program.
- 2.3 Leads the implementation, adherence and monitoring of Nursing Sensitive Indicators for area of responsibility.
- 2.4 Develops standards and policies for the areas of speciality using an evidence based approach, developing innovative methods and techniques for effective practice and change internal and external to the area of responsibility.
- 2.5 Implements and maintains performance management systems which support ongoing development of staff.
- 2.6 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.

3. Research and Performance Innovation

- 3.1 Researches issues of significance and maintains expert awareness of initiatives and innovations both internal and external to RPBG.
- 3.2 Serves as a resource and mentor of evidence based practice through role modelling and support of Nursing practice changes.
- 3.3 Incorporates Evidence Based Nursing Practice into patient care and leadership responsibilities.
- 3.4 Participates in/supports evidence based practice projects within unit/centre/service.
- 3.5 Through strategic planning, monitors the internal and external environment and influences 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 Maintains open and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal skills.
- 4.2 Responsible for addressing patient complaints ensuring compliance with legal requirements governing RPBG.
- 4.3 Provides a public relations function for the area including investigation and management of Nursing ministerial enquires.

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 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 significant clinical knowledge, experience and leadership 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 significant 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 self-development and the review and development of the performance of team members.

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 (where applicable).
- 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 Dori Lombardi Signature or HE Number HE66772 Date 4/2/2020
..... Director of Nursing 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			

HCN Registration Details (to be completed by HCN)

..... Updated by Last Updated on February 2020
----------------------------	---------------------------------	-------------------------------