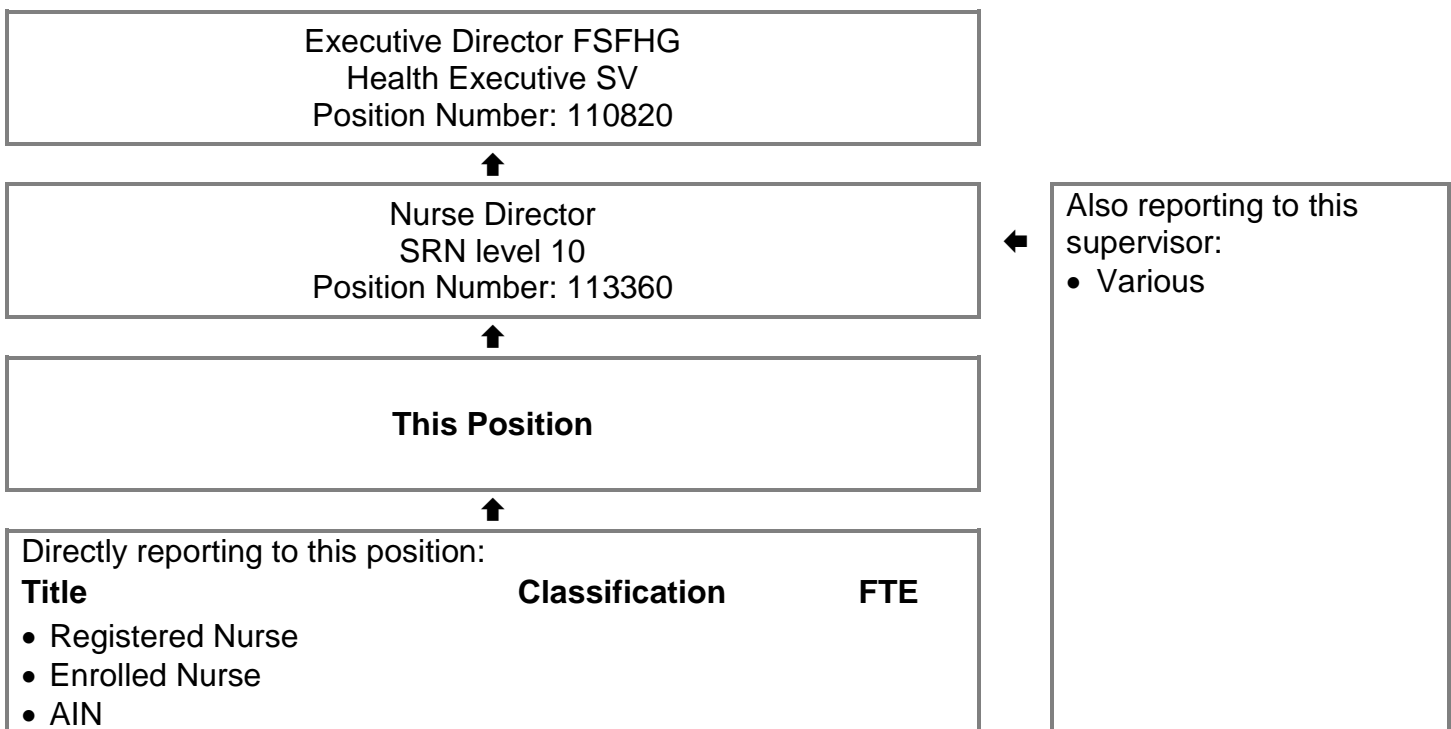




HSS Registered

Nurse Unit Manager – Intensive Care Unit
Nurse and Midwives Agreement: SRN Level 4
Position Number: 113414
Intensive Care Unit / Service 2
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships



Key Responsibilities

The Nurse Unit Manager is responsible for leading and managing the Nursing/Midwifery and Assistants in Nursing to deliver evidence based care to achieve optimal patient outcomes within allocated resources. The Nurse Unit Manager has direct responsibility 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, including FM staff, the Nurse Unit Manager will ensure that the Unit meets the requirement for delivery of a patient centred service against key performance indicators: quality, budget and human resource.

The position provides a consultation and liaison service within their area of expertise to relevant internal and external customers.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Leadership / Management

- 1.1 Provides the single point of accountability for clinical and management leadership to Nursing/Midwifery and Assistants in Nursing within unit.
- 1.2 Provides leadership to nursing, medical and allied health care professionals, and providers both within and external to the Fiona Stanley Hospital.
- 1.3 Facilitates the provision of advanced and complex patient care within the area of specialty at a Hospital and Health Service level working in a leadership with the interdisciplinary team members and external providers.
- 1.4 Provides expert consultancy service for a broad range of stakeholders, internal and external to health.
- 1.5 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.
- 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 centre and/or to the Director of Nursing & Midwifery.
- 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 specialty.
- 1.9 Develops, implements and evaluates education and training programs.
- 1.10 Coordinates the recruitment, selection and orientation of staff.
- 1.11 Allocates staff mix according to analysis of clinical needs promoting optimal use of available resources within best practice guidelines.
- 1.12 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 specialty.

2 Quality and Performance Innovation

- 2.1 Initiates and participates in the development of formal Nursing/Midwifery quality improvement and risk management strategies for their area of specialty and Service wide.
- 2.2 Promotes and facilitates nursing/midwifery compliance with National Safety & Quality Health Service Standards and the EQuIP National programme.
- 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 specialty 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 Fiona Stanley Hospital.
- 3.2 Serves as a resource and mentor of evidence based practice through role modelling and support of Nursing & Midwifery practice changes.
- 3.3 Incorporates Evidence Based Nursing/Midwifery Practice into patient care and leadership responsibilities.
- 3.4 Participates in/supports evidence based practice projects within unit/centre/service.

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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 (FSH).
- 4.3 Provides a public relations function for the area including investigation and management of Nursing & Midwifery ministerial enquires.

5 Professional Accountability

- 5.1 Complies with and demonstrates a positive commitment to the following legislation;
- 5.2 Nursing and Midwifery Board of Australia – Code of Conduct
- 5.3 Poisons Act
- 5.4 National Safety and Quality Health Service Standards

6 SMHS 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, South 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.

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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 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.
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.
- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

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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 _____