



HSS Registered August 2021

**Nurse Unit Manager**  
**Nurses and Midwives Agreement: RN SRN Level 4**  
**Position Number: 110319**  
**Paediatrics & Neonates / Acute & Community Medical Directorate**  
**Rockingham Peel Group / South Metropolitan Health Service**

**Reporting Relationships**

Executive Director Rockingham Peel Group  
 HSO Class 1 or MP 1-9  
 Position Number: 110922



Nursing Co Director Acute & Community Medical Directorate  
 Award Level: RN SRN Level 9  
 Position Number: 007780



**This Position**



Directly reporting to this position

Title	Classification	FTE
Clinical Nurses	RNM Level 2	2.71
Registered Nurses	RNM Level 1	5.49
Enrolled Nurses	EN Level 1	2.51

← Also reporting to this supervisor:

- Nurse Unit Manager, SRN 4, 6 FTE
  - ICU
  - ED
  - ACRU
  - MDH
  - Medical Ward
  - MAU
- Nurse Practitioners, SRN 7, 3.85 FTE
- Clinical Nurse Specialist, SRN 3, 2 FTE
  - IP&M
  - Palliative Care



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Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

# Nurse Unit Manager | Paediatrics & Neonatal Services | 110319

## **Key Responsibilities**

The Nurse Unit Manager (NUM) Paediatrics and Neonatal Services is responsible for leading and managing the Paediatrics and Neonatal Unit nursing team, to deliver evidence-based care to achieve optimal patient outcomes within allocated resources. The NUM has direct responsibility for improving and maintaining standards, developing solutions, and delivering outcomes consistent with service and organisational goals. Acts as an expert resource to other areas caring for paediatrics/neonates within the organisation.

As a key leader in the multidisciplinary team the NUM will ensure that the Unit meets the requirements for the delivery of a patient centred service against the key performance indicators of quality, budget and human resource. The position provides a consultation and liaison service within their area of expertise to relevant internal and external customers.

## SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



## Brief Summary of Duties (in order of importance)

### 1. Leadership and Management

- 1.1 Provides the single point of accountability for clinical and management leadership to Nursing Staff within the Unit.
- 1.2 Facilitates the provision of advanced and complex patient care within their area of speciality at a Hospital and Health Service level, working in partnership with the interdisciplinary team members and external providers.
- 1.3 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 Key Performance Indicators working in partnership with the Head of Specialty.
- 1.4 Develops and implements business plans and strategies in partnership with the Head of Speciality to facilitate effective utilisation of human, allocated financial and physical resources within the clinical unit, division and organisational priorities.
- 1.5 Responsible for ensuring that professional and practice concerns are communicated in a timely manner to the Nursing Co-Director responsible for their centre and/or to the Director of Nursing & Midwifery.
- 1.6 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 the area of speciality.
- 1.7 Allocates staff mix according to analysis of clinical needs promoting optimal use of available resources within best practice guidelines.
- 1.8 Maintains excellence in interpersonal skills and leadership to engage and guide the multi-disciplinary team and external clients to deliver effective patient care in relation to area of speciality.

### 2. Quality and Performance

- 2.1 Initiates and participates in the development of formal Nursing/Midwifery quality improvement and risk management strategies for their area of speciality and Service wide.
- 2.2 Promotes and facilitates nursing compliance with National Safety & Quality Health Service Standards and other accreditation/licencing standards relevant to the department.
- 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 Development

- 3.1 Researches issues of significance and maintains expert awareness of initiatives and innovations both internal and external to Rockingham Peel Group.
- 3.2 Serves as a resource and mentor of evidence based practice through role modelling and support of Nursing & Midwifery practice changes.
- 3.3 Provides, and supports, education to staff within the Paediatric and Neonatal Unit
- 3.4 Incorporates Evidence Based Nursing/Midwifery Practice into patient care and leadership responsibilities.

#### SMHS Job Description Form

- 3.5 Participates in/supports evidence based practice projects within unit/centre/service.
- 3.6 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 sector.

## **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 these.
- 4.3 Provides a public relations function for the area including investigation and management of Nursing & Midwifery ministerial enquiries.

## **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
  - Medicines and Poisons Act 2014

## **6. SMHS Governance, Safety and Quality Requirements**

- 6.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 6.2 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 6.3 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 6.4 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.
- 6.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 6.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

## **7. Undertakes other duties as directed.**

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

### Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated extensive professional experience, expert clinical knowledge, advanced skills and leadership within the 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. Demonstrated advanced level of interpersonal, negotiation and conflict resolution skills.
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.