



HSS Registered November 2021.

Nurse Unit Manager
Nurses and Midwives Agreement; SRN Level 4
Position Number: 00002906
Service 4 / Fremantle Hospital
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

Nurse Director
 SRN Level 10
 Position Number: 00113367



Coordinator of Nursing
 SRN Level 7
 Position Number: 00115590



This Position



Directly reporting to this position

Title	Classification
• Clinical Nurse	SRN Level 2
• Registered Nurse	RN Level 1
• Enrolled Nurse	ENA Level 1
• Assistant In Nursing	ENA Level 1

← Also reporting to this supervisor:

- Nurse Unit Manager; RN SRN Level 4
- Clinical Nurse Consultant; RN SRN Level 4
- Clinical Nurse – Research; RN Level 2

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 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

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/Management

- 1.1. Provides the single point of accountability for clinical and management leadership to Nursing/Midwifery and Assistant in Nursing.
- 1.2. Provides expert consultancy service for a broad range of stakeholders, internal and external to the Hospital
- 1.3. Provides leadership to nursing, medical and allied health care professionals and providers both within and external to SMHS
- 1.4. 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 service providers.
- 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 Speciality.
- 1.6. Develops and implements business plans and strategies in partnership with Head of Speciality 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 speciality.
- 1.9. Develops, implements and evaluates education and training programmes.
- 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.
- 1.12. 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

2. Research and Performance Innovation

- 2.1. Researches issues of significance and maintains expert awareness of initiatives and innovations both internal and external to Fiona Stanley Hospital.
- 2.2. Serves as a resource and mentor of evidence based practice through role modelling and support of Nursing & Midwifery practice changes.
- 2.3. Incorporates Evidence Based Nursing/Midwifery Practice into patient care and leadership responsibilities.
- 2.4. Participates in/supports evidence based practice projects within unit/centre/service.
- 2.5. 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.

3. Communication

- 3.1. Maintains open and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal skills.

- 3.2. Responsible for addressing patient complaints ensuring compliance with legal requirements governing SMHS.
- 3.3. Provides a public relations function for the area including investigation and management of Nursing & Midwifery ministerial enquires.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 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.
- 4.2 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.3 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.4 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.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 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.

5. 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 significant knowledge, experience and leadership in area of specialty
3. Advanced interpersonal & communication skills (written & verbal).
4. 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.
5. Demonstrated commitment to self-development and the review and development of the performance of team members.
6. 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.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.