



## HSS Registered

# Nurse Unit Manager

## Nurses and Midwives Agreement: SRN Level 4

**Position Number: 602599**  
**Intensive Care Unit / Medical Division**  
**Royal Perth Bentley Group (RPG) / East Metropolitan Health Service (EMHS)**

### Reporting Relationships

Medical Co-Director Medical Division MP Year 1-9 Position Number: 602506	Service Co-Director Medical Division HSO Level G14 Position Number: 602502	Area Director of Nursing and Midwifery & Patient Support Services, HES Grade B Position No: 602920 <i>Professional Accountability</i>
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Coordinator of Nursing Medical Division SRN 7 Position Number: 603072
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## This Position



Directly reporting to this position:		
<b>Title</b>	<b>Classification</b>	<b>FTE</b>
<ul style="list-style-type: none"> <li>Clinical Nurses</li> <li>Registered Nurses</li> <li>Assistant in Nursing</li> </ul>	RN Level 2 RN Level 1 AIN Years 1 to 3	

Also reporting to this supervisor:

- SRN Levels 1 to 4
- RN Level 2
- Administrative Assistant, HSO Level 3

### Key Responsibilities

The Nurse Unit Manager (NUM) 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 NUM is accountable for improving and maintaining standards, developing solutions and delivering outcomes consistent with service and organisational imperatives of care and targets. As a key leader of the ward interdisciplinary team, the NUM 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 (in order of importance)

### 1. Leadership and Management

- 1.1 Role models a positive organisational culture in line with EMHS vision and values.
- 1.2 Provides the single point of accountability for clinical and management leadership to Nursing and others within the unit.
- 1.3 Provides leadership to nursing, medical, allied health professionals and patient support services within and external to the East Metropolitan Health Service.
- 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 providers.
- 1.5 Provides an expert consultancy service for a broad range of stakeholders, internal and external to the Hospital.
- 1.6 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 Speciality.
- 1.7 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.
- 1.8 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.
- 1.9 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.
- 1.10 Develops implements and evaluates education and training programs.
- 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 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.
- 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 Research issues of significance and maintains expert awareness of initiatives and innovations both internal and external to health service.
- 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 and standards:
    - 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 Actively participates in the Peak Performance program.
  - 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 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
  - 6.5 Completes mandatory training (including safety and quality training) as relevant to role.
  - 6.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Work Health and Safety legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.
- 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 EMHS 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 clinical knowledge, experience and leadership in area of specialty.
3. Advanced interpersonal & communication skills (written & verbal).
4. Demonstrated knowledge and application of human resource principles in nursing.
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 work health and safety; 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.

## 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
Donn John ND Workforce		HE10574	03/05/2024
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	June 2024
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