

## Position Description

<b>Position Title:</b>	Associate Nurse Unit Manager
<b>Department:</b>	Clinical Services
<b>Reporting to:</b>	Nurse Unit Manager
<b>Classification / Code:</b>	Dependent upon skills and experience
<b>Award Coverage:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
<b>Pay Rate &amp; Hours of Work:</b>	As per contract of employment

### Beaufort & Skipton Health Service

#### Vision

To be a vibrant provider of care.

#### Mission

To enable all people in our community to be connected, healthy and live well.

#### Values

Teamwork, Compassion, Accountability, Respect, Excellence

### Beaufort and Skipton Health Service

Beaufort and Skipton Health Service is a small rural health service that was formed on 1 October 1996 following the amalgamation of the Ripon Peace Memorial Hospital and the Skipton and District Memorial Hospital.

The Health Service provides Urgent Care, Primary Care, Acute Inpatient, Residential Aged Care (Nursing Home and Hostel level care), and a Transition Care Program (TCP). Community and Allied health and home based services include District Nursing, Home Care Packages, Respite, Health Promotion, Diabetes Education and a large range of support programs.

Medical Clinical operates at Skipton along with specialist services that are available. Beaufort and Skipton Health Service serves nearly 6,000 people in Beaufort, Skipton and the surrounding area.

### Purpose of Position

The Associate Nurse Unit Manager (ANUM) is an integral member of the management team, working to support the Nurse Unit Manager in an effective, high quality and financially efficient service. To ensure the delivery of quality person centred care in an efficient clinical environment. The ANUM is required to have a clinical workload as well as management of staff and consumers.

On an afterhours basis the ANUM regularly assumes the Grade 5 in charge role.

### Key Responsibilities

- Maintain own clinical expertise through ongoing relevant professional development and promotes professional development amongst the clinical team.
- Develop expertise in the assigned clinical portfolio
- Demonstrate active participation in the annual performance appraisal process and conducts performance appraisals with staff as assigned by the NUM.
- Address staff performance issues in consultation with the NUM to address any identified deficits.
- Actively participates in the supervision and orientation of students and new staff.
- Attend and complete mini monthly accountability meeting (MAM) reports.
- Participate in Leader Rounding with staff and patients/residents.
- Participate in hourly rounding with patient/resident/client.
- Ensure all stakeholders are educated to recognise the health needs of the patient/resident/client which encourages self-care and promotes independence.
- Monitors consumer concerns, assists with the resolution and refers the matters to the NUM as required.
- Act as a resource for staff (nursing, medical and others), patients and their families by promoting supportive relationships based on person centred care.
- Effectively communicate between the client/resident/patient, carers and other health professionals in a sensitive and professional manner.
- Works to maintain the highest level of confidentiality on all issues relating to the organisation, residents/patients/clients and colleagues.
- Participate in bedside handover ensuring patient involvement.
- Demonstrated ability to assume all in charge responsibilities in the absence of the NUM and DCS.
- Delegate appropriate duties to staff consistent with their roles, responsibilities, experience and scope of practice.
- Ensure all Nursing care and Medical orders are implemented.
- Ensure a comprehensive assessment is made of each patient/client/resident admitted to BSHS which includes identifying that person's physical, and psycho social needs / problems.
- Ensure individual care plans are prepared for all residents/patients/client in consultation with the patient/resident/client, their carer's and other health professionals.
- Actively participate in the Discharge Planning Process, to ensure continuation of quality care and services.
- Oversee the documentation required for optimal AN-ACC returns and other funding streams as they arise.
- Assists in the development of clinical policies and procedures in line with current best practice.
- Assists with the monitoring and analyses of patient incidents and accidents.
- Promotes self-management principals and prioritised the care of chronic disease clients/patients/residents.
- Ensure all care is delivered and evaluated in a person centred manner in accordance with the Health services Policies and Procedures.
- Clear understanding of the roles and responsibilities of all staff in relation to scope of practice.
- Be conversant with the Commonwealth Government's accreditation standards and ensure that the nursing team is continuously working towards all aspects of these standards across all clinical areas.
- Ensure staff is familiar with all emergency equipment, policies and procedures, in particular Cardiac Arrest procedures. Assist with training as required.
- Be conversant with the Australian Triage Scale and its application to BSHS.

- Demonstrate advanced clinical skills including ECG, IV Cannulation, Venepuncture and Assessment/care planning skills, BLS and ALS
- Participate in staff orientation, education and development as required.
- Demonstrate leadership amongst the clinical team by providing clear direction achieving team goals.
- Active participation in quality improvement activities.
- Demonstrated knowledge of the Fire Safety and Evacuation Procedure with the ability to assume the role of Chief Warden in the absence of the DCS and NUM.
- Working knowledge of the BSHS Infection Control, OH&S and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team.

### Qualifications

- Bachelor's degree in Nursing or equivalent
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse
- Post Graduate qualification in acute, geriatric, rehabilitation or similar is desirable.

### BSHS Accountabilities

- Compliance with all BSHS Policies and Procedures.
- At all times practices works within the vision, mission and values of Beaufort and Skipton Health Service.
- Adherence to infection control policies and procedures as identified in the Beaufort and Skipton Health Services Infection Control Manuals.
- You must provide current evidence of immunisation history and/or serology results.
- Participation in the BSHS risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- Ensures that the affairs of Beaufort and Skipton Health Service, its patients, consumers (residents), clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by Law. Such confidentiality will extend to the commercial and financial activities of Beaufort and Skipton Health Service.
- At BSHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagements amongst BSHS employees.
- BSHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BSHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues
- You must ensure that the affairs of BSHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of BSHS.

### Key Selection Criteria

- Demonstrated ability to lead a clinical team to deliver safe, high quality and innovative health care.
- Understanding of relevant accreditation and funding systems, and demonstrated ability to manage continuous improvement portfolio.
- Excellent interpersonal skills and the ability to build collaborative relationships with stakeholders including team members, consumers and family members.

## Position Description

- Excellent written and verbal communication skills and the ability to utilise a range of software applications.
- Understanding of opportunities and challenges associated with providing rural health care services.

### Jobs Demand Checklist

Beaufort and Skipton Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

PHYSICAL DEMANDS	
<b>Sitting</b> – remaining in a seated position to perform tasks	Frequent
<b>Standing</b> – Remaining standing without moving about to perform tasks	Frequent
<b>Walking</b> – Floor type: even / uneven/ slippery / indoors/ outdoors / slopes	Indoor /even – Frequent
<b>Running</b> – Floor type: even / uneven/ slippery / indoors/ outdoors / slopes	Occasional
<b>Bend / Lean Forward from Waist</b> – forward bending from the waist to perform tasks	Frequent
<b>Trunk Twisting</b> – Turning from the waist while sitting or standing to perform tasks	Frequent
<b>Kneeling</b> – remain kneeling posture to perform tasks	Occasional
<b>Squatting / Crouching</b> – Adopting a squatting or crouching posture to perform tasks	Occasional
<b>Leg / Foot movement</b> – Use of leg and / or foot to operate machinery	Not Applicable
<b>Climbing (stairs / ladders)</b> – Ascend / descend stairs, ladders, steps etc	Infrequent
<b>Lifting / Carrying</b> – light lifting and carrying: 0-9 kg	Frequent
<b>Lifting / Carrying</b> – Moderate lifting and carrying: 10 -15 kg	Frequent
<b>Lifting/ Carrying</b> – Heavy lifting and carrying: 10-15kg	Occasional
<b>Reaching</b> – Arms fully extended forward or raised above shoulder	Frequent
<b>Pushing / Pulling / restraining</b> – Using force to hold / restrain or move objects toward or away from the body	Frequent
<b>Head / Neck Postures</b> – Holding head in a position other than neutral (facing forward)	Occasional
<b>Hand &amp; Arm movements</b> – Repetitive movements of hands and arms	Frequent
<b>Grasping / Fine Manipulation</b> – Gripping, holding, clasping with fingers or hands	Frequent
<b>Work at Heights</b> – Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
<b>Driving</b> – Operating any motor powered vehicle	Occasional
SENSORY DEMANDS	
<b>Sight</b> – Use of sight is an integral part of work performance e.g. viewing of X-Rays, use of computer screens	Frequent
<b>Hearing</b> – Use of hearing is an integral part of work performance, e.g., telephone enquiries	Frequent
<b>Smell</b> – Use of smell is an integral part of work performance e.g., food preparation	Frequent
<b>Taste</b> – Use of taste is an integral part of work performance e.g., Food preparation	Not Applicable
PSYCHOSOCIAL DEMANDS	
<b>Distressed People</b> - e.g., Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> – e.g., Dementia, mental illness, head injuries	Occasional
<b>Unpredictable People</b> – e.g., Dementia, mental illness, head injuries	Frequent
<b>Restraining</b> – involvement in physical containment of patients / clients	Occasional
<b>Exposure to Distressing Situations</b> - e.g., Child abuse, viewing dead / mutilated bodies	Occasional

## Position Description

ENVIRONMENTAL DEMANDS	
<b>Dust</b> – Exposure to atmospheric dust	Not Applicable
<b>Gases</b> – Working with explosive or flammable gases requiring precautionary measures	Not applicable
<b>Fumes</b> – Exposure to noxious or toxic fumes	Not Applicable
<b>Liquids</b> – Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not Applicable
<b>Hazardous Substances</b> – e.g., Dry chemicals, glues	Infrequent
<b>Noise</b> – Environmental / background noise necessitates people raise their voice to be heard	Occasional
<b>Inadequate Lighting</b> – Risk of trips, falls or eyestrain	Occasional
<b>Sunlight</b> – Risk to sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
<b>Extreme Temperatures</b> – Environmental temperatures are less than 15 c or more than 35 c	Infrequent
<b>Confined Spaces</b> – area where only one egress (escape route) exists	Frequent
<b>Working at Heights</b> – Ladders / stepladders / scaffolding are required to perform tasks	Not Applicable
<b>Biological Hazards</b> – e.g., exposure to body fluids, bacteria, infectious diseases	Frequent

### Incumbent Statement

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- Appointment is subject to a satisfactory staff immunisation clearance, a satisfactory current Police Record Check and current Working with Children Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of the organisation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager within your probation period from your commencement date and per annum. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_