

POSITION	Associate Nurse Unit Manager
REPORTS TO	Nurse Unit Manager
AWARD	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
CLASSIFICATION	RN ANUM Year 1-2
EMPLOYMENT STATUS	As per contract
HOURS PER FORTNIGHT	As per contract

INGLEWOOD & DISTRICT HEALTH SERVICES

Inglewood & Districts Health Service (IDHS) is a holistic health service nestled in the peaceful rural hamlet of Inglewood in country Victoria. With a population of 800 people, the town features a charming historic streetscape with many notable gold rush buildings, a modern pharmacy, banks, post office, supermarket, excellent wineries, and bowls and golf clubs. Inglewood is a 45km drive away from the bustling, Central Victorian town of Bendigo which is also easily accessible by public transport. This makes Inglewood a very attractive option for those wanting a rural lifestyle while having access to all the facilities and services of a large regional centre.

IDHS is situated in the Shire of Loddon and provides services to more than 5,500 residents in the communities of Bridgewater, Inglewood, Korong Vale, Newbridge, Serpentine, Tarnagulla, Wedderburn and surrounding townships.

All IDHS facilities are conveniently located on one site – Urgent Care Centre, community health and hospital and residential aged care (hostel and nursing home). IDHS also offers a diverse range of services including diabetes education, community and district nursing, counselling and cardiac rehabilitation, planned activity groups, volunteer and strength training programs.

IDHS has strategic alliances with a range of hospitals, health services, health alliances and government bodies.

OUR VISION

Excellence in Health Care now and the future

OUR MISSION

Providing Quality Health Services, supporting and enhancing community wellbeing

OUR VALUES

- Respect
- Choice
- Equality

OUR COMMITMENTS

- We encourage and assist our clients to achieve life-long health and wellbeing.
- We respect each individual's rights, needs and choices including the right to refuse treatment.
- We provide equality of access to services.

- We support the broad definition of health which includes meeting social, emotional, physical, cultural and spiritual needs through a multi-disciplinary approach.
- We seek to achieve quality health outcomes.
- We provide a safe and supportive environment for staff and others.
- We encourage the personal and professional development of staff.
- We encourage participation by all members of the community in planning, implementing and evaluating service delivery.
- We facilitate partnerships with other service providers.
- We support and encourage a culture of Continuous Improvement across the organisation.

THE POSITION

The primary role of the ANUM is to provide support to the NUM in managing the day-to-day operations of the hospital and to ensure an appropriate level of person-centred care is provided by the team of nursing staff and health professionals under their direction. The ANUM position assesses, plans, practices and evaluates the care provided to patients and clients.

<p><u>KEY RESPONSIBILITIES AND DUTIES</u></p>	<p>Clinical Care and Compliance</p> <ul style="list-style-type: none"> • Act within the professional code of conduct and legal requirements of the Nursing and Midwifery Board of Australia, the Code of Ethics, the Code of Professional Conduct for Nurses in Australia, the Australian Health Practitioner Regulation Agency and IDHS Policies and Procedures • Provide high quality patient and client care in partnership with patients and clients and their significant others, and other members of the multi disciplinary team • Assess patient-care needs and plan and provide safe, quality nursing care in accordance with relevant standards, legislation and regulations • Facilitate and maintain effective communication with patients and clients, carers, relatives, visiting medical officers, other health professionals, auxiliaries and staff • Promote an environment of continuous improvement by maintaining professional nursing standards and implementing evidenced based practice in a learning environment • Assume in-charge responsibilities in the absence of the Nurse Unit Manager <p>Administration</p> <ul style="list-style-type: none"> • Assist in the planning, delivery, documentation (including ACFI documentation) and evaluation of quality nursing care in consultation with patients and clients, carers, and other health professionals • Ensure medical records are managed in compliance with legislation (i.e.: they are legible, accurate, completed in a timely manner and signed) and that privacy, confidentiality, and security are maintained • Complete filing and documentation as required on each individual shift <p>Team Leadership</p> <ul style="list-style-type: none"> • Lead and manage the care team consistent with the policies and procedures of the IDHS • Promote teamwork through leadership, role modelling, collaboration and effective communication with team members
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	<ul style="list-style-type: none"> • Promote IDHS within and external to the organisation • Provide clinical supervision, mentoring and leadership to RN Div 1 Grade 2 Nurses, RN Graduate Nurses and Enrolled Nurses • Conduct performance development reviews for RN Div 1 Grade 2 Nurses and Enrolled Nurses when required. <p>Professional / Personal Development</p> <ul style="list-style-type: none"> • Attend and participate in the planning of in-service and continuing education programs for nursing and other staff • Demonstrate an ongoing commitment to and participation in relevant professional development activities • Participate in Portfolio activities such as Infection Control, OHS, Emergency Care, Policy Development and ACFI and Care Planning as required • Attend and participate in interdisciplinary and multidisciplinary health service staff meetings as required
<p><u>GENERIC RESPONSIBILITIES AND REQUIREMENTS</u></p>	<p>Code of Conduct</p> <p>The Victorian Government’s Code of Conduct is binding on all IDHS staff. Contravention of a provision in the code may constitute misconduct and/or regarded as a breach of the staff member’s employment agreement and will be dealt with under IDHS’s Disciplinary Policy / Procedure.</p> <p>Compliance with Policies and Procedures</p> <p>All IDHS’s policies and procedures are set out in its clinical and managerial policy manuals located on PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.</p> <p>Infection Control</p> <p>Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. This can be achieved by all staff adhering to the policies and procedures as set out in the Infection Control Manuals.</p> <p>Quality Improvement</p> <p>Each staff member has a responsibility to participate and commit to ongoing quality improvement activities using the 10 National Standards model, Aged Care Accreditation and / or HACC Community Care Common Standards as relevant to their areas of practice.</p> <p>Occupational Health & Safety</p> <p>Each staff member is responsible for taking reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace. s agree to comply with any action taken by the employer to comply with any requirements imposed by or under the Occupational Health & Safety Act (2004).</p>

	<p>Confidentiality Each staff member must comply with the rules of confidentiality relating to a hospital patients, nursing home or hostel residents, or clients of any community health service as a breach of confidentiality will result in disciplinary action and/or dismissal from the health service.</p> <p>Privacy Principles Each staff member must understand and comply with the Privacy Principles of the Health Records Act and Information Privacy Act.</p> <p>Performance Appraisal A performance development and review process will be carried out six (6) months after commencement and thereafter on a regular informal basis and on a formal basis annually. This is to ensure staff satisfactorily progress towards their Key Performance Indicators (KPIs). The Performance Appraisal will be based on successful outcomes of the KPIs, this Position Description and the policies and procedures of the IDHS. The performance appraisal must be discussed with and signed by the staff member.</p>				
<p><u>KEY SELECTION CRITERIA</u></p>	<p>Essential</p> <ul style="list-style-type: none"> • Certificate in Nursing or Bachelor of Health Science (Nursing) or other relevant qualification • Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse in the State of Victoria and holding a current practicing certificate • Previous and recent experience encompassing a broad range of clinical practice • Demonstrated ability to work in a clinical role in the Acute, Urgent Care Centre and Aged Care environments and apply contemporary knowledge and evidence based practice • A commitment to the process of quality improvement and accreditation • Demonstrated high level of inter-personal skills with the ability to effectively liaise with patients, clients, the community, all service providers and other agencies • Commitment to a team approach and the ability to work as part of a team as well as independently in a leadership role • Demonstrated effective written and verbal communication skills, including report writing skills • A satisfactory police check. <p>Desirable</p> <ul style="list-style-type: none"> • Holding or working towards post graduate qualifications • Demonstrated experience or interest in leading a clinical team • A current Victorian Driver's License. 				
<p><u>MANDATORY EDUCATION / COMPTENCIES REQUIRED</u></p>	<p>Clinical</p>	<p>Basic life support</p>	<p>Medication competency</p>	<p>Blood safe</p>	<p>Advanced life support</p>
	<p>Infection Control</p>	<p>Hand hygiene</p>	<p>ANTT</p>	<p>AMS</p>	
	<p>HSE</p>	<p>OH&S policy and systems</p>	<p>Manual handling</p>	<p>Fire training</p>	<p>Compulsory reporting (elder abuse, child safe)</p>
	<p>Documentation</p>	<p>MANAD</p>	<p>VHIMS</p>	<p>IPM</p>	<p>PROMPT</p>

<u>ADDITIONAL INFORMATION</u>	<ul style="list-style-type: none"> • All IDHS staff are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association. • This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at IDHS’s discretion and activities may be added, removed or amended at any time.
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ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

ANUM Name (please print) _____

ANUM Signature _____ Date _____

NUM Name (please print) _____

NUM Signature _____ Date _____

CEO Name (please print) _____

CEO Signature _____ Date _____