



POSITION	Nurse Unit Manager
REPORTS TO	Director Clinical and Community Service (DCCS)
AWARD	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
CLASSIFICATION	RN NUM Yr 1-3
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 NUM is to complement the strategic direction, operational processes, budget and business direction of the hospital by leading and mentoring a team of nursing staff and other health professionals. The NUM position combines leadership, management, clinical and teaching roles and is integral to the ability of IDHS to achieve quality patient-centred care outcomes through:

- the adherence to and promotion of clinical governance
- excellence in nursing practice and clinical research
- professional development for nursing staff
- quality and safety programs
- human resources management
- involvement in relevant internal committees
- benchmarking activities
- risk management activities
- financial planning
- unit and organisational strategic planning
- unit and organisational protocol and policy development

KEY RESPONSIBILITIES AND DUTIES	Clinical Care and Compliance <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• In collaboration with the Director of Clinical & Community Services, lead and manage the staffing and day to day operations of the Acute, Urgent Care Centre and Residential Care units.• Facilitate and maintain effective communication with patients and clients, carers, relatives, visiting medical officers, other health professionals, auxiliaries and staff• Provide hands-on clinical patient and client care in partnership with patients and clients and their significant others, and other members of the multi disciplinary team.• Ensure effective communication strategies are developed and maintained with management and all staff via nursing staff meetings and information
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folders.

- Promote the quality and risk management systems and assist with the coordination of risk analysis, quality activities and processes to embed the 10 National Standards and Residential Aged Care Standards
- Review and evaluate clinical documentation and Care Plans to ensure individual programs of care are developed, implemented and reviewed in compliance with relevant clinical and quality standards and guidelines (ACHS & ACCSA)
- Ensure Aged Care Funding Instrument (ACFI) Claims are completed and submitted within the required time frames and that supporting documentation is available and complete
- Assume the role of DCCS in their absence

Administration

- Ensure adequate suitably qualified staff are available in relevant areas and that fair and timely rosters are developed and circulated to staff
- 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
- Prepare and present reports for the Director Of Clinical & Community Services and Chief Executive Officer as required
- Ensure adequate and suitable equipment and supplies are available for staff use and that training and education are provided when necessary
- Maintain an inventory system of use and distribution
- Review and sign off on invoices and participate in budget reviews as required

Team Leadership

- Promote staff participation / attendance at operational / quality committees, working groups and relevant staff meetings
- Monitor and manage staff performance and development and ensure Performance Development Reviews (PDRs) are completed at the required time and relevant Australian Nursing and Midwifery Council (ANMC) Competency Standards are met
- Allocate and coordinate portfolio responsibilities for all nursing staff to promote participative management and team work, staff consultation and decision making
- Promote IDHS within and external to the organisation
- Assist graduate nurses and students on placement with clinical practice, mentoring and preceptoring

Professional / Personal Development

- 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.

**GENERIC
RESPONSIBILITIES
AND REQUIREMENTS**

Code of Conduct

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.

Compliance with Policies and Procedures

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.

Infection Control

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.

Quality Improvement

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.

Occupational Health & Safety

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).

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.

Privacy Principles

Each staff member must understand and comply with the Privacy Principles of the Health Records Act and Information Privacy Act.

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 are progressing satisfactorily 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.				
KEY SELECTION CRITERIA	<p>Essential</p> <ul style="list-style-type: none"> • Bachelor of Nursing. Bachelor of Health Science (nursing) or equivalent. • Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse in the State of Victoria and holding a current practicing certificate. • Minimum five years clinical/management experience and the demonstrated ability to work in a clinical leadership role in the Acute, Urgent Care and Aged Care environments and apply contemporary knowledge and evidence based practice • Demonstrated experience in Aged Care and knowledge of the ACFI system to assist with documentation associated with the submission of claims, or an interest in gaining this knowledge and expertise. • 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 • A current Victorian Driver's License. <p>Desirable</p> <ul style="list-style-type: none"> • Post graduate qualifications in Management or an interest in obtaining such 				
MANDATORY EDUCATION / COMPETENCIES REQUIRED	Clinical	Basic life support	Medication competency	Blood safe	Advanced life support
	Infection Control	Hand hygiene	ANTT	AMS	
	HSE	OH&S policy and systems	Manual handling	Fire training	Compulsory reporting (elder abuse, child safe)
	Documentation	MANAD	VHIMS	IPM	PROMPT
ADDITIONAL INFORMATION	<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. 				

ACCEPTANCE OF THE POSITION

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

NUM Name (please print) _____

NUM Signature _____ Date _____

DCCS Name (please print) _____

DCCS Signature _____ Date _____

CEO Name (please print) _____

CEO Signature _____ Date _____