

<b>POSITION</b>	Associate Nurse Unit Manager
<b>REPORTS TO</b>	Nurse Unit Manager
<b>AWARD</b>	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
<b>CLASSIFICATION</b>	RN ANUM Year 1-2
<b>EMPLOYMENT STATUS</b>	As per contract
<b>HOURS PER FORTNIGHT</b>	As per contract
<b>REVIEWED</b>	April 2018

### **INGLEWOOD & DISTRICTS HEALTH SERVICE**

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**

- Care
- 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.

<b><u>KEY RESPONSIBILITIES AND DUTIES</u></b>	<p><b>Clinical Care and Compliance</b></p> <ul style="list-style-type: none"><li>• 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</li><li>• 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</li><li>• Assess patient-care needs and plan and provide safe, quality nursing care in accordance with relevant standards, legislation and regulations</li><li>• Facilitate and maintain effective communication with patients and clients, carers, relatives, visiting medical officers, other health professionals, auxiliaries and staff</li><li>• Promote an environment of continuous improvement by maintaining professional nursing standards and implementing evidenced based practice in a learning environment</li><li>• Assume in-charge responsibilities in the absence of the Nurse Unit Manager</li></ul> <p><b>Administration</b></p> <ul style="list-style-type: none"><li>• 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</li></ul>
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	<ul style="list-style-type: none"> <li>• 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</li> <li>• Complete filing and documentation as required on each individual shift</li> </ul> <p><b>Team Leadership</b></p> <ul style="list-style-type: none"> <li>• Lead and manage the care team consistent with the policies and procedures of the IDHS</li> <li>• Promote teamwork through leadership, role modelling, collaboration and effective communication with team members</li> <li>• Promote IDHS within and external to the organisation</li> <li>• Provide clinical supervision, mentoring and leadership to RN Div 1 Grade 2 Nurses, RN Graduate Nurses and Enrolled Nurses</li> <li>• Conduct performance development reviews for RN Div 1 Grade 2 Nurses and Enrolled Nurses when required.</li> </ul> <p><b>Professional / Personal Development</b></p> <ul style="list-style-type: none"> <li>• Attend and participate in the planning of in-service and continuing education programs for nursing and other staff</li> <li>• Demonstrate an ongoing commitment to and participation in relevant professional development activities</li> <li>• Participate in Portfolio activities such as Infection Control, OHS, Emergency Care, Policy Development and ACFI and Care Planning as required</li> <li>• Attend and participate in interdisciplinary and multidisciplinary health service staff meetings as required</li> </ul>
<p><b><u>KEY SELECTION CRITERIA</u></b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Certificate in Nursing or Bachelor of Health Science (Nursing) or other relevant qualification</li> <li>• Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse in the State of Victoria and holding a current practicing certificate</li> <li>• Recent experience encompassing a broad range of clinical practice</li> <li>• 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</li> <li>• A commitment to the process of quality improvement and accreditation</li> <li>• Demonstrated high level of inter-personal skills with the ability to effectively liaise with patients, clients, the community, all service providers and other agencies</li> <li>• Commitment to a team approach and the ability to work as part of a team as well as independently in a leadership role</li> <li>• Demonstrated effective written and verbal communication skills, including report writing skills</li> </ul>

	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Holding or working towards post graduate qualifications</li> <li>• Demonstrated experience or interest in leading a clinical team</li> <li>• A current Victorian Driver's License.</li> </ul>
<p><b><u>GENERIC RESPONSIBILITIES AND REQUIREMENTS</u></b></p>	<p><b>Code of Conduct</b></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><b>Compliance with Policies and Procedures</b></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 and volunteers 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><b>Confidentiality</b></p> <p>Each staff member and volunteer must comply with the rules of confidentiality relating to hospital patients, nursing home or hostel residents, and clients of any community health service. A breach of confidentiality will result in disciplinary action and/or dismissal from the health service.</p> <p><b>Infection Control</b></p> <p>Each staff member and volunteer has a responsibility to minimise exposure to incidents of infection/cross infection of patients, clients, residents, staff, volunteers, visitors and the general public. This can be achieved by all staff and volunteers adhering to the policies and procedures as set out in the Infection Control Manuals.</p> <p><b>No-Smoking Policy</b></p> <p>To ensure a healthy and safe work environment for our staff, volunteers, patients, clients, residents and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.</p> <p><b>Performance Appraisal</b></p> <p>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>

**Person Centred Care**

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients, clients, residents and interact with other customers, including staff and volunteers of IDHS. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff and volunteers of IDHS are required to adhere to these principles.

**Pre-Employment Security Screening**

All new staff and volunteers are required to undergo a criminal history check prior to commencement and then again every three years. A Working With Children Check may also be required for particular positions.

**Privacy Principles**

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

**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 HACCC Community Care Common Standards as relevant to their areas of practice.

**Risk Management**

IDHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff and volunteers are accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

**Workplace Health & Safety**

IDHS is committed to the provision and maintenance of a healthy and safe workplace with the notion of "safety always" underpinning all its activities. Staff and volunteers are encouraged to actively promote the behaviours, values and attitudes that are supportive of a culture of safety, with each staff member and volunteer being required to take reasonable care for their own health, safety and wellbeing and the health, safety and wellbeing of others who may be affected by their actions. All staff and volunteers are required to adhere to organisational workplace health and safety policies and procedures and participate in safety related education and evaluation activities.

IDHS recognises the integral role of each individual in the promotion, development and maintenance of its culture of safety.

<b><u>MANDATORY EDUCATION / COMPETENCIES REQUIRED</u></b>	<b>Clinical</b>	Basic life support	Medication competency	Blood safe	Advanced life support
	<b>Infection Control</b>	Hand hygiene	ANTT	AMS	
	<b>HSE</b>	OH&S policy and systems	Manual handling	Fire training	Compulsory reporting (elder abuse, child safe)
	<b>Documentation</b>	MANAD	VHIMS	IPM	PROMPT
<b><u>ADDITIONAL INFORMATION</u></b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>				

**ACCEPTANCE OF THE POSITION**

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

Staff Member's Name (please print) \_\_\_\_\_

Staff Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager's Name (please print) \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

CEO Name (please print) \_\_\_\_\_

CEO Signature \_\_\_\_\_ Date \_\_\_\_\_