



## Cultivating Healthy Communities

<b>Position Title:</b>	Associate Nurse Unit Manager (ANUM)
<b>Reports To:</b>	Nurse Unit Manager
<b>Direct Reports:</b>	Ward Staff
<b>Department:</b>	Clinical Services
<b>Classification:</b>	YW11 – YW12 ANUM Year 1 or 2 (Dependent on experience)
<b>Employment Conditions:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
<b>Qualifying Period</b>	6 months from commencement date.

East Wimmera Health Service (EWHS) is a fully accredited small rural health service consisting of 40 Acute and 95 Aged Care beds across five campuses in the Buloke and Northern Grampians Shires in North Western Victoria. Covering the land first inhabited by the Dja Dja Wurrung, Barengi Gadjin, and Jaara Jaara peoples. EWHS encompasses the townships of Birchip, Charlton, Donald, Wycheproof and St Arnaud. EWHS provides a broad range of Acute, Community Based and Aged Care services integrated with local General Medical Practices. Additionally EWHS manages a number of other local services in post-acute care, planned activity groups and infection control. The duties of this position are to be performed with adherence to the purpose and values identified through EWHS's strategic plan and compliance with the Code of Behaviour for staff of EWHS.

### Our Vision

To see sustainable improvement in the health and wellbeing of our community

### Our Purpose

To work together with our community to achieve better health and wellbeing outcomes

### Our Values

Together, Honesty, Empathy, Community, Open, Respect and Excellence

## **ROLE STATEMENT**

The Associate Nurse Unit Manager (ANUM) holds a key clinical, supportive and leadership role to staff, students and consumers to ensure appropriate clinical care is provided so positive outcomes consumers can be met.

The ANUM is an integral member of the nursing team who provides services to a diverse client group. Within this role, the ANUM is accountable for the efficient and effective provision of quality client care that promotes the clients well-being.

The ANUM must therefore be able to assess and prioritise consumer needs in the context of the wards workload to deliver positive outcomes for each and every client of the service. Therefore, it's expected that the ANUM is a self-motivated individual who is able to function independently when the situation requires it.

## **POSITION SPECIFIC RESPONSIBILITIES**

### **Leadership & Teamwork**

- Participate in development and implementation of clinical policies, procedures, strategies and projects at East Wimmera Health Service (EWHS).
- Participate in innovative service development for EWHS.
- Provide Nursing leadership and representation at organisational and department meetings, committees and working parties as required.
- Communicate and collaborate professionally with internal and external peers, stakeholders and clients to promote EWHS.
- Provide clinical supervision for Graduate Nurses / Nursing Students as required.
- Undertake special projects or reports as required by the Nurse Unit Manager.
- Perform all other duties as directed, within the limits of skill, competence and training to maximise flexibility and effectiveness.
- Act in the Nurse Unit Manager or After Hours Supervisor role as required.

### **Clinical Care**

- Provide quality-nursing services to allocated consumers as per EWHS's, policies, guidelines and procedures.
- Work collaboratively with consumers, family and carers to ensure goals are consumer focussed and that consumer participate in decision-making process about their health management program.
- Manage an appropriate caseload reflective of a competent level of experience.
- Actively participate in the multidisciplinary team approach through reporting at meetings, goal setting and other duties.
- Communicate and collaborate professionally with internal and external peers, stakeholders and clients.
- Maintain appropriate and timely records of all clinical care according to EWHS and legislative documentation requirements.

### **Administration**

- Assist in the planning, delivery, documentation (including ACFI documentation) and evaluation of quality nursing care in consultation with consumers and clients, carers, and other health professionals.
- Ensure medical records are managed in compliance with legislation (eg: 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.
- Ensure rosters are managed in line within budget and the Sate Patient Care Act.

## Professional Competence & Development

- Maintain annual registration requirement and continuing professional development (CPD standards outlined by the Australian Health Practitioner Regulation Agency for Nursing and Midwifery)
- Maintain knowledge, skills and evidence – based practise through participation in professional development activities, eg: external courses, private reading.
- Participate in the performance review and development program process.
- Undertake all assigned Education Training Schedule units as outlined by EWHS.

## Quality / Safety and Risk Management

- Act in accordance with all relevant external legislation and internal EWHS policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards.
- Participate and contribute in occupational health and safety activities to ensure a safe work environment for consumers, community, staff and visitors.
- Minimise exposure to incidents of infection / cross-infection of patients, consumers, staff, visitors and the general public by adhering to the Health Service Infection Control policies and procedures.
- Adhere with EWHS's Occupational Health and Safety policies and participate in appropriate safety education and evaluation activities.

## Integrity

- The values and expected behaviours at EWHS support ethical and responsible decision-making and a culture where all staff behave with integrity and respond appropriately if behaviour (at any level within an organisation) falls short of expectations.
- EWHS's disclosure and reporting processes provide confidentiality, utilise effective investigation and escalation mechanisms and include a range of actions to address fraudulent, corrupt or other unacceptable employee behaviours.
- If you suspect unethical, fraudulent or corrupt behaviour, it is imperative to report that behaviour. Sometimes this behaviour is managed internally but if it meets the mandatory minimum requirements, the CEO as the principal officer at EWHS has a statutory obligation to report material issues to the Independent Broad-based Anticorruption Commission (IBAC)
- Reports can be made directly to the CEO or the Board depending upon the level within the organisation the suspected behaviour is occurring.

## PERFORMANCE INDICATORS

It is expected that the ANUM works under the delegation of and in conjunction with the NUM to meet the following performance indicators:

- Provides and ensures clinical nursing is delivered competently with the goal of excellence in nursing care.
- Acts to ensure zero health and safety for all consumers.
- Contributes to efficient patient flow through EWHS to ensure the right patient receives the right care at the right place every time.
- Contributes to sustainable healthcare by efficiently managing resources for present and future demand.
- Conducts and maintains a professional safe team culture.
- Practices in accordance with legislation affecting nursing practice.
- Actively participates in and leads continuous improvement in the ward.
- Compliance with the Education Training Schedule (ETS).
- Is accessible and identifiable to all staff, patients and their families as the operational manager / leader

of the shift.

- Communicates professionally and effectively with the team, patients and families.
- Provides guidance, leadership, mentoring and support to all staff to assist them reaching their fully potential.

## KEY BEHAVIORAL COMPETANCIES

- Directing Others
- Motivating Others
- Conflict Management
- Functional / Technical Skills
- Standing Alone
- Building Effective Teams

## KEY SELECTION CRITERIA

- Registration as a Registered Nurse with the Nursing and Midwifery Board of Australia via Australian Health Practitioner Regulation Agency (Ahpra).
- Demonstrated knowledge of the Australian National Aged Care Classification (AN-ACC) funding.
- Demonstrate competency in clinical care across a broad spectrum.
- Demonstrated commitment to ensuring safe, quality care for all consumers and their families.
- Demonstrated ability to work effectively within a multidisciplinary team and autonomously.
- Well-developed time management and organisational skills.
- Well-developed computer skills.
- Evidence of recent annual influenza immunisation or willingness to obtain prior to commencement.
- Evidence of full immunisation against COVID-19.

The Associate Nurse Unit Manager at East Wimmera Health Service will hold:

- A current National Police Check or ability to obtain a satisfactory check.
- A current Victorian Drivers Licence.
- Ability to comply with the “Behavioural Outcomes” for this role.
- A current Working with Children Check (employee).

East Wimmera Health Service		
STANDARDS OF BEHAVIOUR		
	Our staff will always:	Our staff will not:
<b>Together</b>	<ul style="list-style-type: none"> <li>• Work as part of the team</li> <li>• Mentor others</li> <li>• Provide encouragement to others</li> <li>• Care for others the way they would like to be cared for themselves</li> <li>• Partner with consumers in decision making about their healthcare</li> </ul>	<ul style="list-style-type: none"> <li>• Be self-centered</li> <li>• Have inappropriate conversations with others</li> <li>• Demonstrate a “can’t-do” attitude</li> <li>• Ignore feedback given by patients or colleagues</li> <li>• Avoid responsibility</li> <li>• Refuse to assist others with their workload</li> </ul>
<b>Honesty</b>	<ul style="list-style-type: none"> <li>• Be open &amp; honest with ourselves and with others</li> <li>• Make ethical decisions</li> <li>• Bring ourselves to work</li> <li>• Maintain high levels of integrity</li> <li>• Be responsible and accountable</li> </ul>	<ul style="list-style-type: none"> <li>• Be dishonest</li> <li>• Be unreliable</li> <li>• Pass the buck</li> <li>• Be lazy</li> </ul>
<b>Empathy</b>	<ul style="list-style-type: none"> <li>• Commit to delivering a positive health experience to every person every time</li> <li>• Show compassion to all people</li> <li>• Demonstrate empathy &amp; understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Be sarcastic</li> <li>• Be judgmental</li> <li>• Make care decisions without consulting the consumer</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• Maintain customer focus</li> <li>• Lead by example</li> <li>• Be responsible &amp; accountable for their own actions</li> <li>• Stand up and take action</li> <li>• Escalate issues or behaviours of concern</li> </ul>	<ul style="list-style-type: none"> <li>• Be hypocritical</li> <li>• Contribute to rumours</li> <li>• Discriminate against others</li> <li>• Think they’re better than others</li> <li>• Be passive</li> </ul>
<b>Open</b>	<ul style="list-style-type: none"> <li>• Demonstrate consistency</li> <li>• Treat people equally</li> <li>• Be considerate &amp; understanding</li> <li>• Be collaborative and collegiate</li> <li>• Deal with issues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate favouritism &amp; exclusion</li> <li>• Withhold information</li> <li>• Ignore issues</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Maintain confidentiality &amp; privacy</li> <li>• Be punctual</li> <li>• Listen to others &amp; accept differences</li> <li>• Respond courteously</li> <li>• Greet all people by saying hello, smiling and introducing themselves</li> <li>• Be culturally informed and sensitive</li> <li>• Respect diverse opinions</li> </ul>	<ul style="list-style-type: none"> <li>• Be arrogant</li> <li>• Be disrespectful</li> <li>• Display rudeness</li> <li>• Bully, harass or display aggression</li> <li>• Allow unacceptable behaviour</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Expect and deliver excellence</li> <li>• Persevere to do the best job they can</li> <li>• Strive continuously to improve</li> <li>• Be professional &amp; enthusiastic</li> <li>• Have the courage to question what we do</li> </ul>	<ul style="list-style-type: none"> <li>• Give up</li> <li>• Accept mediocrity</li> <li>• Leave an untidy workplace</li> </ul>

**Staff at EWHS must also comply with both the Industry and organisational Code of Conduct**

## RISK ASSESSMENT / JOB ANALYSIS

East Wimmera Health Service provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

*(Please mark (eg X or ✓) to those that apply to this position)*

Aspects of Normal Workplace	Frequency			
	Occasionally	Regularly	Continual	NA
<u>Work Environment</u>				
• Work with the possibility of extended hours	✓			
• Work in locations geographically separated from main facility	✓			
• Working off site which may include clients homes				✓
• Clinical areas			✓	
• Travelling or Driving in cars on a regular basis	✓			
<u>Work Activity</u>				
• Manage demanding and changing workloads and competing priorities			✓	
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time		✓		
• Sitting at the computer for extended periods of time		✓		
• Sitting in meetings for extended periods of time	✓			
• Use of technology including photocopiers, telephones		✓		
• Undertake manual handling of equipment	✓			
• Patient Handling ( <i>No Lift Program operates throughout EWHS</i> )		✓		
• Exposure to Substances ( <i>Protective equipment &amp; procedures in place to prevent contact</i> )		✓		
<u>Work relationships</u>				
• Work in a team environment and at times independently			✓	
• Interaction with staff from other disciplines and departments		✓		
• Interacts with: <ul style="list-style-type: none"> <li>○ colleagues and other hospital staff</li> <li>○ members of the public</li> <li>○ Patients and relatives</li> </ul>		✓	✓	



# Cultivating Healthy Communities

I acknowledge:

- That I have read and fully understand the Position Description and the position's Job Analysis.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That EWHS may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

**Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Document Control	
Executive Sponsor: Director of Clinical Services	
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