



ANUM Permanent Contract

.8FTE per fortnight (32 hours per week)

If you would like to further develop your skills within a supportive and progressive environment, then come and join a dedicated team in a very rewarding career as a Registered Nurse at Heywood Rural Health.

To be successful in the role you will have:

- Bachelor of Nursing
- Current AHPRA registration
- Minimum 2 years' experience
- Advanced clinical skills
- Excellent interpersonal, communication and networking skills
- Demonstrated understanding of conflict resolution and negotiation skills
- Proficient computer literacy
- Demonstrated leadership skills and abilities
- Post Graduate qualifications in Remote and Isolated Nursing, Gerontology management or studying towards is desirable, but not essential
- Understanding of the ACFI funding tool is desirable, but not essential
- Ability to work a variety of shifts
- Holds current Advanced Life Support Certification or equivalent

For further enquiries or to request a copy of the Position Descriptions, please contact Claire McGregor, Director of Clinical Services on phone 5527 0509 or email Claire.mcgregor@heywoodruralhealth.vic.gov.au. The position descriptions can also be accessed via our website www.heywoodruralhealth.vic.gov.au.

Applications to be addressed to:

Erin Wilson

People & Culture Officer

Heywood Rural Health

PO BOX 159

Heywood, VIC 3304

hr@heywoodruralhealth.vic.gov.au

Applications will be received up until Sunday 21st March 2021

"Committed to the health and wellbeing of our community"



| | |
|--------------------------------|---|
| Position: | Associate Nurse Unit Manager |
| Reports To: | Nurse Unit Manager |
| Award: | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement |
| Minimum Qualifications: | Registered Nurse Division 1 Post graduate Qualifications in Remote and Isolated Nursing, gerontology, management or studying towards is desirable but not essential. Holds current Advanced Life Support Certification or equivalent Understanding of the ACFI funding tool is desirable but not essential |

Our Vision

Heywood Rural Health is committed to the health and wellbeing of our community.

Our Values

Respect

- We make mutual respect the basis of all interactions
- We respect diversity and respect the dignity of each person
- We embrace the differences in people and perspectives

Responsiveness

- We take actions and opportunities to create results
- We provide services that are person centered and focused on outcomes
- We keep our commitments and promises

Care

- We care about the people and the community within which we work and live
- We care about our colleagues and ourselves
- We support people to develop and build on their strengths

Integrity

- We uphold our professional ethic at all times
- We are honest and fulfil our commitments
- We are accountable for our actions

POSITION OVERVIEW

The Associate Nurse Unit Manager (ANUM) works in partnership with the Nurse Unit Manager (NUM) to provide clinical leadership to all staff to ensure that person-centred care is planned, implemented, evaluated and maintained at a high standard.

The ANUM ensures that the well-being of the patient / resident and family is the primary focus of care within the unit. The ANUM acts as a professional and clinical role model for all staff in setting clinical standards and achieving high quality evidence based nursing care.

The ANUM demonstrates advanced clinical knowledge and skills while assuming a management focus in the ward/unit. The ANUM is an integral member of the unit's management and leadership team. The ANUM manages and provides direction for the unit staff.

The ANUM assumes the responsibilities and authority of the NUM in their absence and as such is able to assume the administrative operation of the unit.

They accept responsibility and are accountable for designated management portfolios and projects.

DUTIES AND RESPONSIBILITIES:

Management of Patient / Resident Care

- Demonstrate commitment to person-centred care, and evidence-based best practice standards within scope of practice
- Ensure patients / residents and their relatives are involved in decision-making relevant to their needs and preferences
- Practice and monitor standards of practice in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Competency Standards for the Registered Nurse
- Respond to clinical changes in patient / resident condition and initiate intervention and consultation with relevant members of the multidisciplinary team as required
- Work within scope of practice and ensure others work within their scope of practice
- Lead and direct members of the health care team to ensure delivery of a high standard of care

Leadership & Management

- Work collaboratively and support the NUM to provide effective, visible leadership and supervision across the team
- Promote a collaborative team approach to person-centred care through effective communication, consultation and cooperation with patients / residents, families and all members of the health care team
- Embrace and contribute to new approaches dealing with work problems or opportunities
- Act as a role model for clinical excellence and promote best practice standards
- Support the NUM with the development, implementation and evaluation of the Nursing Services Business Plan and HRH Strategic Plan
- Manage and accountable for clinical and/or operational portfolios and projects as delegated
- Participate in meetings and working parties as designated and actively contribute to the objectives and goals of these forums
- Contribute to the achievement of the overall nursing budget, by providing input on needs and requirements, monitoring controllable expenses e.g. stores, supplies, labour costs and taking corrective action as required
- Accept in charge responsibility in the absence of the Nurse Unit Manager and as required

Human Resource Management

- Maximise staffing productivity by monitoring activity levels, assessing staff requirements, and adjusting levels in accordance with demand
- Ensure compliance with relevant award conditions and staffing guidelines
- Responsible for workload delegation, achieving ratios and maintaining a safe working environment
- Actively assist in performance management and staff development in collaboration with the NUM
- Assist in the recruitment and selection of unit / department staff

Quality Improvement & Risk Management

- Identify and investigate incidents and risks. Analyse and implement strategies to reduce incidents

- Ensure that complaints and incident reports are completed promptly, investigated and appropriate action instituted and ensure appropriate communication with the NUM
- Assist in the development and implementation of quality improvement programs to evaluate standards of practice (e.g., audits, accident/incident reporting, patient and relative comments). Implement corrective action and provide feedback as appropriate
- Participate in change to policies, procedures and protocols based on relevant research
- In conjunction with NUM actively participates and contributes to implementing and maintaining accreditation standards and processes

Professional Development and Practice

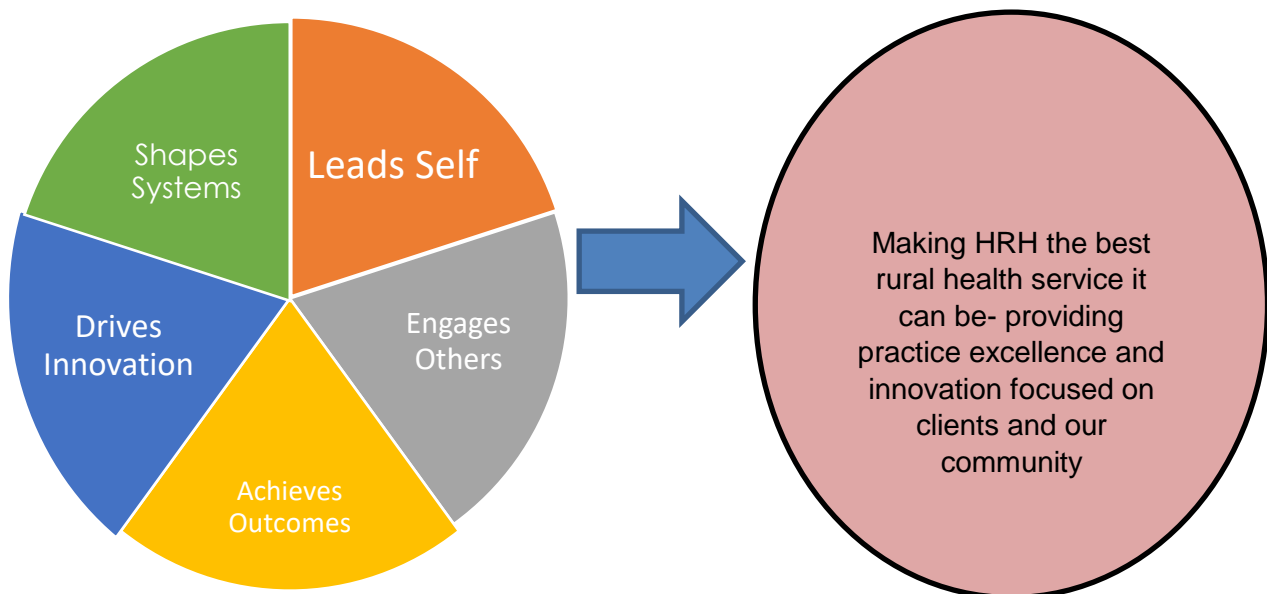
- Achieves agreed performance criteria related to the management competency and portfolio responsibilities
- Contribute to the setting of performance standards, monitor performance, provide feedback and coaching and take corrective action
- Conduct performance appraisals as delegated by Nurse Unit Managers
- Mentor and educate others by providing opportunities for staff to develop professionally and personally
- Participate in orientation of new staff, to the ward/unit, policies and procedures, standards and layout of the ward.

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. Duties and responsibilities may be reviewed according to service requirements

Heywood Rural Health Leadership Capability Framework (LEADS)

KEY ATTRIBUTES

Heywood Rural Health Leadership (LEADS) Framework



3.1 (L)eads Self

- Develops and models own leadership style
- Is self-aware
- Seeks out and takes opportunities for professional development
- Is honest and ethical and models integrity, courage and resilience

3.2 (E)ngages Others

- Values diversity and models cultural responsiveness
- Communicates with honesty and respect
- Strengthens consumers, colleagues and others
- Keeps informed of changing political, economic, social and technological context and designs responsive change management strategies
- Prioritises needs of consumers and aims for best outcomes for consumers
- Provides considered responses and clear messages to inspire trust and confidence of others
- Motivates others through personal interactions and mentors development of emerging leaders

3.3 (A)chieves Outcomes

- Influences and communicates direction
- Is focussed and goal oriented
- Establishes targets for program areas and encourages strong results
- Evaluates progress and is accountable for results
- Ensures that services are compliant with safety, regulatory requirement and quality standards

3.4 (D)rives Innovation

- Champions the need for innovation and improvement
- Builds support for change
- Positively contributes to spreading innovative practice
- Adapts to changing circumstances in the workplace, takes advantage of new and emerging technologies and opportunities

3.5 (S)hapes Systems

- Understands and applies systems thinking
- Engages and partners with consumers and communities
- Builds alliances
- Understands how different funding models affect service delivery

LEADS Framework

Occupational Health and Safety Responsibilities

All Heywood Rural Health employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant HRH OH&S management system Policies, Procedures and programs. This includes the HRH Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Heywood Rural Health 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. The role may require the following tasks among other things:

| <u>1 Nursing / Patient Care Role</u> | <u>2. Maintenance/Hotel Services Staff Role</u> | <u>3 Clerical / Administration Role</u> |
|--|--|---|
| <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles | <ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles | <ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles |

Other Requirements

- Current police check is required for this role
- Rotating shift work is a requirement of this role
- Some after-hours work is a requirement of this role

Note to all employees

- You must work within the policies, procedures and guidelines of HRH
- You must demonstrate and understand the application of Accreditation Standards to ensure compliance with applicable regulatory bodies is maintained
- You must demonstrate respect for individual's values, customs and spiritual beliefs to ensure patient / resident care is effective and culturally appropriate

- You must demonstrate commitment to person-centred care, and evidence-based best practice standards within scope of practice

- You must participate in the HRH integrated 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.

- You must ensure that the affairs of HRH, 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 HRH.

- 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.

- 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).

- A Performance Review will occur within 3 months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

| APPROVALS | <i>Name</i> | <i>Signature</i> | <i>Date</i> |
|------------------|--------------------|-------------------------|--------------------|
| Manager: | | | |
| Employee: | | | |