



West Wimmera Health Service

Position Description

Position:	Nurse Unit Manager – Natimuk
Location:	Based at Natimuk
Reporting to:	Executive Director of Clinical Services/Clinical Operations Manager
Division:	Clinical Services
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020
Level:	NM11 – Nurse Manager 3 or Dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometres region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Total Care

Delivering care that is safe, effective and person-centred, always

Safety

Providing a safe workplace and services free from avoidable harm

Unity

Working well together in a great place to work

Accountability

Doing the right thing by our stakeholders and ourselves

Innovation

Using our imagination - if there's a better way we will find it

Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">• Employees• Manager• Executive Director• Residents• Volunteers• Students• Visiting Medical Officer's• Specialist	<ul style="list-style-type: none">• Consumers• Consultants• Community• Visitors

Position Overview:

The Nurse Unit Manager provides oversight for nursing staff and completes administrative tasks to ensure the health care facility is running smoothly. A Nurse Unit Manager coordinates staffing and all needs related to the facility. They also need strong communication skills, diplomacy and the ability to take leadership of any situation.

Key Selection Criteria:

Essential:

1. Effective communication and organisational skills
2. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check)
3. Registered Nurse with current AHPRA registration and extensive ward management nursing experience.
4. Excellent understanding of iCare, ACFI and Aged Care Standards (*aged care facilities*)

Desirable:

5. Current Victorian Driver's Licence.
6. Hold or working towards a tertiary qualification in management.
7. Post Graduate qualification.

Key responsibilities:

- To ensure the health service delivers quality services at all times.
- To continuously improve health service delivery through effective management of the facility.
- Handle all supervisory duties of the unit, overseeing Registered Nurses, Enrolled Nurse and Health Care Workers.

Statement of duties:

Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.

- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Set work schedules, delegate assignments, assign tasks and evaluate employee job performance, as well as disciplining employees who do not fulfill their job requirements or provide inadequate resident care.
- Mentor less experienced nurses, offering clinical and career advice.
- Provide guidance to students participating in work experience programs.
- Set goals and standards for the unit, applying evidence-based standards and health care research.
- Monitor resident care to ensure it meets the facility's standards, and review resident records to analyze the effectiveness and efficiency of the care provided by the unit.
- If a nurse has a question or concern about a resident's care, the unit manager may consult the resident's physician or recommend treatment options.
- The Nurse Unit Manager not only monitors overall care, they may review an individual resident's case, especially if it is complicated or if the resident is not responding to treatment.
- Address questions or complaints brought forward by residents or their families.
- Nurse Unit Manager creates and oversees budgets for the unit, including personnel, supplies and other expenses.
- Ensure the facility is well stocked with medical supplies, including medications and equipment.
- Be involved in the interview process and hiring of new employees, in addition to creating training and staff development programs.
- Attend all clinical meetings and trainings as required.
- Any other associated duties as delegated by the Executive Director of Clinical Services/Clinical Operations Manager at any time.

Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work with other staff as appropriate to effectively manage such risks.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other relevant team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By Clinical Executive	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: