



West Wimmera Health Service

Position Description

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| Position: | Nurse Unit Manager – Rupanyup |
| Location: | Based at Rupanyup |
| Reporting to: | Director of Nursing - Rupanyup |
| Division: | Clinical Services |
| Award: | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024 |
| Level: | NM10 – Nurse Unit Manager Level 1 |

Overview of West Wimmera Health Service

West Wimmera Health Service offers a dynamic and rewarding work environment for our motivated and passionate team. We love what we do and we're dedicated to working in collaboration with our staff and members of our community to provide the best health care possible. We believe in supporting everyone to thrive.

We are proud to be an inclusive employer. We welcome and embrace diversity!

Our communities are 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 kilometer 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:

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| 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 |
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| <ul style="list-style-type: none">• Residents• Multi-disciplinary Team• Director of Nursing• Executive Director• Visiting Medical Officer's• Volunteers• Students | <ul style="list-style-type: none">• Consumers• Families• Consultants• Community• Visitors |

Position Overview:

The Nurse Unit Manager will lead a team of nursing professionals and health care workers to deliver quality care in a renowned and fully accredited acute hospital, urgent care centre and residential aged care facility, while being embraced in a supportive culture, for career development by one of Victoria's largest rural health services.

The Nurse Unit Manager works with the Director of Nursing to coordinate the clinical team, resident and patient assessment and documentation, and general needs related to the Rupanyup facility.

Strong communication skills, diplomacy and the ability to take the lead and be part of the team are essential.

Key Selection Criteria

Essential:

1. Effective communication and organisational skills.
2. Current APHRA registration as a Registered Nurse.
3. Well-developed leadership and communication (written and oral) skills, including negotiation and mediation, conflict resolution and problem solving.
4. Well-developed understanding of electronic documentation systems, and current aged care funding tools.
5. Demonstrated understanding and commitment to quality improvement and the Aged Care Quality Standards.
6. Ability to motivate a team and display the values of West Wimmera Health Service.
7. Well-developed and recent clinical skills to deliver excellent resident care.
8. Current knowledge of legislative obligations for Equal Employment Opportunity, Disability Services and Occupational Safety Health and how these impact on employment and service delivery.
9. Victorian Driver's License.

Desirable:

10. Hold or working towards a tertiary qualification in management.
11. Post-graduate qualification in relevant to specialty/management or progression towards.

Pre-Requisites for Employment:

12. Worker screening clearance – police check, working with children check and NDIS Worker Screening Check (Applicable to disability support and service providers only).
13. Fully vaccinated for COVID-19 as per current Department of Health Directive.

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.
- Oversee 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 and actively promote compliance to any such standards and legislation.
- Ensure staff have a well-developed knowledge of the current aged care funding instrument process so validation is maintained via assessments and documentation.
- Comply with all relevant WWHs policies and procedures and any program specific guidelines.
- Attend required clinical and staff meetings and education.
- 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 residents and / or patient's condition.
- Set work schedules, delegate assignments, assign tasks and evaluate employee job performance, as well as performance management as required to ensure excellent resident and patient care.
- Mentor staff, offering clinical and career advancement opportunities.
- Set goals and standards, applying evidence-based standards and health care research.
- Monitor resident and patient care to ensure it meets the standards, and review documentation and assessment records to analyze the effectiveness and efficiency of the care provided.
- The Nurse Unit Manager will consult with all relevant parties to determine preferred and recommended treatment options in line with the Aged Care Quality Standards.
- The Nurse Unit Manager not only monitors overall care, they review an individual resident's necessary care, especially if it is complicated or if the resident/patient is not responding to treatment.
- Address questions or complaints brought forward by residents or their families.
- The Nurse Unit Manager in collaboration with the Director of Nursing oversees the budget, including personnel, supplies and other expenses; and the maintenance of an adequately skilled workforce, including recruitment, training and staff development programs.
- Any other associated duties as delegated by the Director of Nursing Rupanyup at any time.

Quality, Safety and Risk Management:

- Continually work towards ensuring care adheres to the Aged Care Quality Standards.
- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with West Wimmera Health Service policies and protocols.
- Participate in relevant quality improvement activities as directed by the Director of Nursing.
- Identify and report relevant risks including those relating to People and Culture management, industrial relations and actively work 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 residents, families, volunteers and colleagues.
- Ensure effective and open lines of communication with other relevant team members and the West Wimmera Health Service 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.

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| Authorised By Executive Director of Clinical Services | |
| Name: | |
| Signature: | Date: |

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| Position Incumbent Name: | |
| Signature: | Date: |