



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Associate Nurse Unit Manager/Registered Nurse</b>
<b>Location:</b>	Across all sites
<b>Reporting to:</b>	Director of Nursing / Nurse Unit Manager
<b>Division:</b>	Clinical Services
<b>Award:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
<b>Level:</b>	YW11 – RN ANUM Year 1 YW12 – RN ANUM Year 2

#### **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 kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

**Our Purpose – *Great care, every person, every time.***

#### **Our Strategic Goals**

##### ***Our people – Inclusive, Respectful, Productive***

To be a great place to work where everyone contributes and everyone belongs.

##### ***Our Care – Safe, effective, Innovative***

To fully embrace new technologies and processes that enable world class rural healthcare.

##### ***Our Community – Connected, Informed, Healthy***

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

##### ***Our Future – Environmentally Responsible, Economically Secure***

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align with the Service's operations with established ESG principles.

## 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.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities

### **Position Relationships:**

<b>Key Internal Relationships</b>	<b>Key External Relationships</b>
<ul style="list-style-type: none"><li>• Employees</li><li>• Managers</li><li>• Executive Directors</li><li>• Visiting Medical Officers</li><li>• Radiographers</li><li>• Patients</li><li>• Residents</li><li>• Students</li><li>• Volunteers</li></ul>	<ul style="list-style-type: none"><li>• Community</li><li>• Consultants</li><li>• Customers</li><li>• Visitors</li></ul>

### **Position Overview:**

The Associate Nurse Unit Manager/Registered Nurse is to work collaboratively with the Director of Nursing/Nurse Unit Manager of the facility. They work with the Multi-disciplinary team to facilitate and foster the provision of best practice standards of nursing care to the patients/residents, their families and carers.

### **Key responsibilities:**

- Achieve results, innovation and drive change to deliver a high quality of clinical care.
- Quality, safety and risk management adherence to and monitoring.
- Managing the performance of the facility and direct reports on a shift-to- shift basis.
- To continuously improve health service delivery through effective risk management.

## 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.
- Assume the responsibility of a portfolio at the facility, complete the training and carry out the duties associated with the portfolio:
  - ❖ No Lift Lead & OHS Support/Deputy.
  - ❖ Infection Control Lead.
  - ❖ Quality Audits & Continuous Improvement Lead.
  - ❖ Clinical Supervision and Support Lead.
  - ❖ Rostering and EBA.
- Disseminate information to the staff in relation to your portfolio.
- Participate in relevant clinical committee meetings as delegated by the Director of Nursing.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Communicate information and expectations clearly and concisely in a way that supports and builds effective and collaborative working relationships with all staff.
- Liaise effectively with the Director of Nursing/Nurse Unit Manager regarding requirements of work and needs of the clinical division.
- Work collaboratively with the Director of Nursing/Nurse Unit Manager to facilitate nursing staff input into decisions affecting clinical practice and workflow within the clinical unit.
- Demonstrate leadership in situations that demand action and strong management focus in the clinical unit.
- Assist with orientation of new staff and take on a mentor role as required.
- Attending all required staff meetings and training.
- Effectively deal with challenging behaviors and the resolution of conflict within the clinical unit on a shift-to-shift basis.
- Administrate the medications to the patients/residents.
- Attend relevant charting and daily documentation.
- Recognise, respond and escalate changes in the patients/resident's condition.
- Any other associated duties as delegated by the Director of Nursing/Nurse Unit 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 of Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to
- 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 staff members, Director of Nursing/Nurse Unit Manager, patients/residents, 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.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

## **Key Selection Criteria**

### **Essential:**

1. Effective communication and organisational skills.
2. Ability to problem solve and make decisions in a variety of complex situations.
3. Have a minimum of 3 years' experience in clinical care.
4. Have an excellent understanding of iCare, ACFI and the Aged Care Quality Standards (aged care facilities).
5. Have an excellent understanding of the National Safety and Quality Health Service Standards (acute facilities).
6. Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

### **Desirable:**

7. Desirable to have or working towards managerial qualifications.

### **Pre-Requisites for Employment:**

8. NDIS Worker screening clearance.
9. Working with Children's Check
10. Vaccinated for COVID-19.
11. Influenza vaccination.
12. Australian Driver's License.

### **Internal Direct Reports:**

Director of Nursing/Nurse Unit Manager.

### **External Direct Reports:**

Nil

## **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.

<b>Authorised by the Executive Director of Clinical Services</b>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>