



West Wimmera Health Service

Position Description

Position:	Associate Nurse Unit Manager/Registered Nurse
Location:	Based at Kaniva but may be required to work across all sites as mutually agreed upon
Reporting to:	Director of Nursing/Nurse Unit Manager
Division:	Clinical Services
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020
Level:	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 kilometre region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Strong leadership and management – we value our organisation and will encourage exceptional professional skills and promote collaborative teamwork to drive better outcomes for our consumers.

A safe environment – the safety of our staff, patients, and visitors is fundamental to how we operate.

A culture of continuing improvement – the delivery of superior care to our consumers motivates a culture of quality improvement in all that we do.

Effective management of the environment – our service is managed in ways which minimise our impact on the natural environment.

Responsive partnerships with our consumers – we maintain a productive relationship with our communities and stakeholders through open communication, honest reporting and a willingness to embrace constructive suggestions.

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 • Managers • Executive Directors • Visiting Medical Officers • Volunteers 	<ul style="list-style-type: none"> • Community • Consultants • Customers

Position Overview:

To work collaboratively with the Director of Nursing/Nurse Unit Manager and the Multidisciplinary team to facilitate and foster the provision of best practice standards of nursing care and service delivery that meets the needs of the patients/residents, their families and carers.

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. Ability to problem solve and make decisions in a variety of complex situations
4. Minimum of 3 to 5 years' experience in clinical
5. Registered with the Australian Health Practitioner Regulation Agency (AHPRA)
6. Hold a current and valid practicing certificate
7. Excellent understanding of iCare, ACFI and Aged Care Standards (*age care facilities*)
8. Excellent understanding of EQulP criteria (*acute facilities*)

Desirable:

9. Victorian Driver's Licence
10. Desirable to have or working towards managerial qualifications

Key responsibilities:

- Achieve results, innovation and driving change to deliver high quality of clinical care
- Quality, safety and risk management
- Managing performance
- Good communication and leadership skills

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.
- 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 unit.
- Effectively deal with challenging behaviours and the resolution of conflict within clinical unit on a shift-to-shifty basis.
- Demonstrate leadership in situations that demand action and strong management focus in the clinical unit.
- 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.
- Assist with orientation of new staff and take on a mentor role as required.
- Participate in relevant clinical committee meetings as delegated by the Director of Nursing/Nurse Unit Manager.

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 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 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.

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: