

Position Description



Position Title:	Associate Nurse Unit Manager (ANUM)
Department:	Acute & Residential Aged Care
Position Commencement Date:	September 2023
Relevant Industrial Award:	<i>Victorian Nurses and Midwives (Victorian Public Sector) Enterprise Agreement 2020-24</i>
Classification	<i>Associate Nurse Unit Manager (ANUM) – weekday AM shifts (YW11 / 12) – weekday PM, weekends and Public Holiday shifts - After Hours Co-ordinator</i>
Employment Type:	Part-time
Performance Review:	A six month probationary period will apply to this position. Incumbents will be required to attend a probationary review meeting 6 months from commencement.

Health Service Overview

Hesse Rural Health is a key integrated rural health care provider located within the three local government areas of Surf Coast, Colac Otway and Golden Plains. The organisation provides a broad range of services which include: Aged Residential including Dementia Specific Care, Sub-Acute Hospital, Urgent Care, Community Health, Health Promotion, District Nursing, Allied Health, Palliative Care, Home Care Packages, Planned Activity Groups, Facilitated Play Groups and Occasional Child Care. Services operate from sites at Winchelsea, Beac, Rokewood and Bannockburn.

Position Summary

The Associate Nurse Unit Manager is responsible for the provision of quality, holistic; evidence based nursing care for the patients and residents of Hesse Rural Health across the care continuum. The position is based within the residential and acute care facility in Winchelsea. Working in a multidisciplinary, three tiered care staff structure the Registered Nurse will communicate and work effectively with the nursing and care team which includes nursing, personal care, allied health, medical practitioners and administration staff.

Hesse Rural Health promotes and follows a person centred care philosophy with patients/residents and their carers actively involved in care decision making and planning, the Associate Nurse Unit Manager is responsible for ensuring the inclusive approach is supported by all staff.

The Associate Nurse Unit Manager fulfils a key leadership role out of hours and takes responsibility for the effective operations and management of the integrated health service within a risk management framework. This includes matters of clinical leadership, effective workforce management, emergency management and immediate decisions relating physical resources. Available shifts are Morning (0700 – 1530) and Afternoon (1400 – 2230).

Organisational Relationships	
<i>Reports to:</i>	Acute and Residential Care Manager
<i>Accountable Manager:</i>	Director of Clinical Services
<i>Liases with:</i>	Direct Care staff, Support Services, Allied Health, Administration, Maintenance
<i>External Stakeholders:</i>	Health professionals, including GPs, families and carers, contractors
Specialist Skills, Knowledge, Roles & Responsibilities	
<ul style="list-style-type: none"> • To act in the 'in-charge' capacity for the effective operations of the shift within the acute and residential facility, and in the after-hours period across the integrated health service. • To escalate matters of identified clinical or operational risk to the Acute & Residential Care Manager, Director of Clinical Services or the nominated on-call manager in the after-hours period. • To ensure safe and appropriate patient and resident care through effective leadership, collaborative practice and mentoring of Enrolled Nurses and Health Care Workers and Registered Nurses. • Ensures all work is completed accurately on time and in accordance with Hesse Rural Health policies and procedures • Provides education, training and clinical support to staff based on identified needs and promotes opportunities for professional development for the work team. • Assisting the Acute and Residential Care Manager with performance appraisals to ensure they are up-to-date and managed appropriately. • Promoting staff development and satisfaction. • To complete audits as part of the Quality Improvement Program and to collate information for reports relevant to acute (e.g. no. of presentations to UCC and KPIs/acute inpatient numbers) and aged care (e.g. PSRACS quality indicators) as required. • To provide leadership to all environmental and catering staff on a per shift basis in the after- hours and weekend periods. • Provide assessment and nursing care for patients presenting to the Urgent Care Service. • To ensure a registered nurse completes the admission, comprehensive health assessment, care planning, care interventions and discharge planning of sub-acute hospital inpatients. • To undertake the functions required for the appropriate admission, comprehensive health assessment, care planning, care interventions and discharge/transfer of aged care residents. • To ensure assessments, care plans and care evaluations are accurate and comprehensive and completed when due according to Hesse policies and procedures. • Provide exemplary levels of care at all times and Identify and report any practices that may constitute substandard care. • To promote a person-centred model of nursing practice ensuring that client needs and wishes are of the highest priority. • To be responsible for the effective communication of all patient and resident related information to care staff and members of the multidisciplinary team and during shifts and handover periods. 	

<ul style="list-style-type: none"> • To assist with daily care needs of residents such as medication delivery, hygiene needs and activities of daily living as required. • To be a solution focussed active participant in organisational team meetings and forums. • To participate in clinical, quality and risk management incident investigation and implement actions as necessary. • To take pro-active approach to personal professional development and to maintain a continuous nurse education portfolio in line with APHRA regulations and HRHS mandatory education program. • To ensure current knowledge of APHRA regulations, competencies, Drugs, Poisons & Controlled Substances Regulation, Aged Care Standards, infection control and other relevant standards, guidelines and practices. • To provide specialised nursing services in the areas of wound care, palliative care, diabetes management and pain management. • To support and assist the General Practitioner in the completion of weekly ward rounds by ensuring work is organised, prioritised and meets consumer's needs. • To maintain open and collaborative communication with Visiting Medical Officers/GPs, allied health practitioners and other members of the multidisciplinary care team. • Be responsible for the application of contemporary practices to all work undertaken. • Read, understand and work in accordance with the HRH Clinical & Quality Governance Framework
Other Relevant Requirements
<ul style="list-style-type: none"> • Employment is subject to a satisfactory national Police Check and NDIS Aged Care check. • All staff must complete a Statutory Declaration in keeping with the requirements of the <i>Aged Care Act 1997</i> relevant to any spent convictions for murder or sexual assault. • Persons who in the course of their duties are required to drive a HRH vehicle, must provide a copy of their current driver's license. Loss of license or any license infringement must be reported to management immediately. • The completion of a pre-existing injury or illness declaration is a requirement prior to appointment. • All employees of HRH are bound to work according to: the policies and procedures of HRH, the relevant industrial agreements and Fair Work Act that provides the terms and conditions of the appointment, any Scope of Practice and professional codes of conduct relevant to the professional role, the HRH Employee Code of Conduct and the Victorian Code of Conduct for Victorian Public Sector Employees. • Immunisation for seasonal influenza is mandatory for all employees without documented medical contraindications.
Key Selection Criteria
<ul style="list-style-type: none"> • Bachelor of Nursing or equivalent • Registration with APHRA • Experience in the provision of nursing care within a residential aged care setting • Experience in the provision of acute/sub-acute medical and/or rehabilitation nursing

<ul style="list-style-type: none"> • Experience in palliative care nursing • Commitment to the client centred models of practice • Effective interpersonal skills and the ability to work within a team environment. • Effective time management and leadership skills • Current Victorian Driver's License
Organisational Values
<p>Innovation – <i>Embracing new ideas that lead to success</i> Integrity – <i>Be open and honest and to do the right thing for the right reasons</i> Caring – <i>Displaying kindness and integrity</i> Accountable – <i>Taking responsibility for our own actions</i> Respect – <i>Value the rights and wishes of others</i> Excellence – <i>Committed to being the best</i></p>
Occupational Health and Safety
<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Comply with safety instructions in their work environment and to familiarise themselves with OHS procedures. • Be familiar with all emergency evacuation procedures and as necessary undertake the fire warden role relevant to workgroup. • Take care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace. • Seek guidance about new or modified work procedures. • Ensure any hazardous conditions are eliminated or minimised and that near miss incidents and injuries are reported to Line Manager. • Undertake responsible people management taking into consideration their health and safety and support the actions contained in HRH OHS policies.
Infection Control
<p>An effective, integrated organisation wide infection control program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position and to adhere to the organisations infection control prevention policies and procedures at all times. Hesse's provides an immunisation program that follows the recommendations of the Australian Immunisation Handbook and is relevant to the duties and responsibilities of the workers role.</p>
Education
<p>HRH is committed to professional development and continuous learning. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural health service.</p>
Mandatory Competencies

All staff must undertake compulsory training for their workgroup as outlined according to the annual Compulsory Training Table.
Health and Wellbeing
The health and wellbeing of employees is a priority for HRH and it is an expectation that employees recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. A culture of trust that promotes positive mental health and wellbeing through respect, supportive leadership, employee participation, positivity and shared decision making is expected.
Confidentiality
Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of HRH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action.
Quality and Risk Management
<ul style="list-style-type: none"> • Provide high quality care in services delivered as a priority. • Utilise a partnership approach with consumers to build effective relationships and respect client rights for choice. • Go beyond compliance to pursue excellence in care and services. • Speak up and raise concerns and issues, promoting a culture of transparency. • Share information and learnings regarding clinical safety. • Regularly update their skills and knowledge to provide and support the best care and services possible. • Understand and work to achieve quality compliance obligations in line with standards set by the organisation and by external quality regulators such as the National Safety and Quality Health Service Standards and Aged Care Quality and Safety Commission. • Actively monitor and improve the quality and safety of their care and services. • Practice in culturally safe and appropriate manner respectful of diverse populations. • Contribute to a culture of safety, transparency, teamwork and collaboration. • Support and promote a culture of safety and quality.
Special Requirements
None noted.

Incumbent Statement

I, _____ have read, understood and accept the above
Position Description.

Signed: _____ Date _____

Copy to staff member: Yes No

Manager Authorisation:

Name: _____

Signature: _____

Date: _____