POSITION DESCRIPTION

POSITION TITLE  Associate Nurse Unit Manager
DIRECTORATE  Nursing
RESPONSIBLE TO  NUM
DIRECT REPORTS  Not Applicable
AWARD  Nurses (Vic. Health Services) Award 2007-2011

POSITION OBJECTIVE

An ANUM as a registered nurse is required to work as the clinical leader/coordinator of an interdisciplinary team to provide person centered care. It is expected the ANUM will work within their scope of practice and demonstrate an advanced level of skill in assessment, care planning, practice and evaluation in the provision of care to clients and their significant others. The ANUM role is pivotal in supporting and ensuring an appropriate level of care is provided by others under their direction. The role provides shared management support of the unit in collaboration with the Nurse Unit Manager.

RESPONSIBILITIES & PERFORMANCE INDICATORS

Leading/coordinating the provision person centred care
• Ensure comprehensive assessment of clients are undertaken on admission, at the beginning of each shift and at times of clinical change
• Ensure care planning for clients is to be based around the client’s needs, goals, wishes and values and encompasses the physical, psychosocial, cultural and spiritual dimensions
• Ensure a comprehensive level of care is delivered to clients in line with the care plan
• Ensure monitoring, evaluation and review goals of care with the client is occurring
• Ensure appropriate and defensible documentation is being undertaken for the clients
• Ensures relevant clinical information is communicated in a timely and confidential fashion
• Ensure that comprehensive discharge and transfer planning occurs in a timely and effective fashion

Critical thinking and analysis
• Expected lead, promote and role model practice on evidence and challenge tradition
• Lead, promote and participate in research, evaluations and quality activities
• Will undertake and be responsible for a substantial portfolio in the work area
• Will teach, coach, mentor staff and students in the delivery of person centred care
• Facilitate and role model reflective practice in the workgroup

Collaborative and therapeutic practice
• Role models positive and productive therapeutic partnerships with clients
• Demonstrates a advanced level of skill in communication
• Ensures clients and significant others have the information they need and capacity to understand
• Pre-empts and proactively ensures that care is provided in a safe environment by assessing risk, planning interventions and promptly managing risk/problems
• Role models positive and productive working relationships with staff from all areas of the health service
• Actively manages performance issues as they arise
• Keeps up to date, follows and participates in review of organisational policy, procedures and guidelines

Professional practice
• The ANUM will work and oversee that others work within a legal and ethical framework
• Take responsibility to ensure a advanced level practice knowledge in the area of clinical practice
• Will work within own scope of practice and ensure others work within their scope of practice
  Will provide direction to RN, EN and PCW’s when required
• Works under direction from senior staff
  Under national registration it is the responsibility of the RN to provide evidence of CPD and may be audited by AHPRA at any stage

QUALIFICATIONS

Essential: Bachelor of Nursing or equivalent. Post graduate qualification where a speciality area requires this to fulfill the full duties of the position

Desirable: Post graduate clinical qualification, mangement qualifications

KEY SELECTION CRITERIA

• Extensive experience in area of clinical practice
• Experience or willingness to gain experience in frontline management
• Advanced assessment, care planning, care delivery and evaluation skills
• Understanding of the concept of person centred care
• Advanced level of communication skills
• Ability to teach, coach and mentor staff and students
• Commitment to collaborative practice and productive working relationships
• Ability to reflect on own practice
• Evidence of onoing Clinical Practice Development

OCCUPATIONAL HEALTH & SAFETY

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with Castlemaine Health’s Occupational Health and Safety policies and procedures and to participate in appropriate safety education and evaluation activities.

HOSPITAL POLICIES & PROCEDURES

It is every employee’s responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All hospital-wide policies and procedures can be accessed on the Castlemaine Health Intranet site.

PERSON CENTRED CARE

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including staff of Castlemaine Health. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples’ physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of Castlemaine Health are required to adhere to these principles.
**RISK MANAGEMENT**

Castlemaine Health supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

**PERFORMANCE MANAGEMENT**

It is a condition of employment that employees participate in the Performance Management Planning and Review program on a regular basis.

**QUALITY IMPROVEMENT**

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

**EMPLOYMENT PRINCIPLES**

Castlemaine Health is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

**VALUES & CONDUCT**

Employees are required to comply with the values outlined in the State Services Authority Code of Conduct as it applies to Castlemaine Health.

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<th>Responsiveness</th>
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<td>• providing frank, impartial and timely advice to the Government</td>
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<td>• providing high quality services to the Victorian community</td>
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<td>• identifying and promoting best practice</td>
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<thead>
<tr>
<th>Integrity</th>
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<td>• being honest, open and transparent in their dealings</td>
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<td>• using powers responsibly</td>
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<td>• reporting improper conduct</td>
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<td>• avoiding real or apparent conflicts of interest</td>
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<td>• striving to earn and sustain public trust at the highest level</td>
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<th>Impartiality</th>
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<tr>
<td>• making decisions and providing advice on merit without bias, caprice, favouritism or self-interest</td>
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<tr>
<td>• acting fairly by objectively considering all relevant facts and applying fair criteria</td>
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<td>• implementing Government policies and programs equitably</td>
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<th>Accountability</th>
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<td>• working to clear objectives in a transparent manner</td>
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<td>• accepting responsibility for their decisions and actions</td>
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<td>• seeking to achieve best use of resources</td>
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<td>• submitting themselves to appropriate scrutiny</td>
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Respect
- treating others fairly and objectively
- ensuring freedom from discrimination, harassment and bullying
- using their views to improve outcomes on an ongoing basis

Leadership
- actively implementing, promoting and supporting these values

Human Rights
- making decisions and providing advice consistent with human rights
- actively implementing, promoting and supporting human rights

ADDITIONAL REQUIREMENTS
- This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.
- To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.
- The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.

ACCEPTANCE OF THE POSITION
I understand, agree to and accept the role as outlined in accordance with this position description

NAME (please print)

SIGNATURE

DATE

REPORTING MANAGER

Signed on behalf of Castlemaine Health

NAME (please print) | Graem W Kelly
---|---
TITLE | Chief Executive Officer
SIGNATURE

DATE | 16 February 2012