

Position	Nurse Unit Manager – Hopetoun
Classification	Nurse Manager 2 - NM10
Award	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
Reports to	Executive Manager, Clinical Services & Campus Manager Acute & Aged Care Hopetoun
Direct reports	Clinical team working in the department or unit
Key relationships	Executive team members, all team members, Rostering Officer, consumers and their chosen supports, community members, General Practitioners, Allied Health Professionals, Pharmacists, Board of Management, Ambulance Victoria, GRHA, Information Technology
Hours of Work	As per individual contract of employment in line with rosters or hours of operation

About Rural Northwest Health

Rural Northwest Health employs 290 team members across the campuses of Warracknabeal, Beulah and Hopetoun. The organisation has a total of 84 residential aged care (RAC) beds. Hopetoun has 24 beds in total and Yarriambiack Lodge has 60 beds, including 15 beds in the award-winning memory support unit, and the acute ward has 12 beds at Warracknabeal and 4 at Hopetoun. Both Hopetoun and Warracknabeal have Urgent Care Centres. All three centres have a broad range of community health services keeping our community well at home. The population of the communities served by Rural Northwest Health is about 5000 people within the Yarriambiack Shire.

Rural Northwest Health is committed to achieving optimal health and wellbeing outcomes for all residing in the Wimmera Mallee community. We believe that our clients and residents are entitled to quality health care that respects their dignity, beliefs and rights regardless of their cultural, spiritual or socio-economic background.

Position summary

The Nurse Unit Manager is responsible for leading the health care team to provide safe and high quality evidence based clinical care for consumers. The Nurse Unit Manager leads by example with well-developed professional, clinical and people management skills, achieving results through collaboration, encouragement, support and information and knowledge sharing.

The Nurse Unit Manager is responsible for the operational effectiveness of the Hopetoun Urgent Care Centre, Acute and Aged Care Units, inclusive of the service delivery to consumers and management of clinical care, coordination and management of clinical team members; ensuring rosters have the right skill mix and there is adequate resources and equipment to provide safe, quality care.

Key responsibilities

- Lead, manage, direct and support the clinical team to ensure that care is delivered within a team member's scope of practice, is evidence based and is safe and of high quality in line with policies and protocols.
 - Develop collaborative relationships with consumers, their families, chosen carers and members of the health care team that enables delivery of quality consumer centered care.
 - Monitor and update policies, procedures and processes to ensure that they are effective, relevant and compliant and supported by evidence based practice.
 - Promote a continuous improvement approach with the team, encouraging collaboration, professional development and contributions from all, to optimise consumer care and service delivery.
 - Utilise well developed communication skills to provide an approachable, connected manner that optimises conversations, information sharing and feedback opportunities with consumers, family members, team members and the extended health care team.
 - Demonstrate financial accountability within both financial delegations and management of departmental budgets in collaboration with the Executive Manager of Clinical Services and Campus Manager, Hopetoun
 - Mutually plan and set KPI's for the role with the Executive Manager of Clinical Services and ensure targets are met.
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Key Position Accountabilities:**Leadership and Governance**

- Collaborate effectively with all team members and promote positive communication and relationships.
 - Effective prioritisation of projects and meeting of timelines.
 - Participate in meetings and working parties as designated and actively contribute to the objectives and goals of the organisation.
 - Maintain work practices within framework established by legislation, national and state policy.
 - Understand, comply with and adhere to Rural Northwest Health guidelines, principles, policies and procedures.
 - Demonstrate clinical leadership and guidance in the development and review of Rural Northwest Health policies and procedures.
 - Instigate and conduct clinical and professional development coaching as it applies to the professional development of the team.
 - Conduct and complete an annual professional development plan for self and the Aged Care team.
 - Oversees iCare documentation, sets tasks, and ensures tasks are actioned in a timely manner by clinical team.
 - Works collaboratively with Leisure and Lifestyle Programs Team Leader and ACFI Coordinators.
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- Understands the Aged Care Quality and Safety Standards and promotes the standards in all aspects of care.

Quality & Improvement

- Takes pride in a personal presentation.
- Works consistently in line with policies, practice standards and work plans.
- Maintains quality of own work.
- Asks for help and guidance when tasks are outside experience and competence.
- Supports others to achieve team goals.
- Makes changes in own work practice and offers suggestions to improve services and care.
- Understands and acts according to role to achieve compliance with Aged Care legislation and Accreditation standards.
- Completes and regularly updates the Aged Care Quality and Safety “Self-Assessment”
- Attends Resident feedback lunches and relatives meetings and ensures any quality improvement actions are completed
- Assists with monitoring the ‘Opportunity for Improvement’ register and closes off all actions in a timely manner
- Monitors all incident reports recorded in VHIMS and ensures quality improvements are actioned and an in-depth review is completed for all ISR 2 incidents and participated in RCA for ISR 1 incidents.

Health and Safety:

- Acts in a way that maintains health and safety for self and others.
- Adheres to safe work practices relevant to context.
- Guides, monitors and maintains health and safety for others.
- Promptly reports issues that might put self or others at risk, incidents & near misses and responds appropriately to risks and reports from others.
- Cares for others by speaking in a courteous and respectful manner at all times.
- Knows what to do in an emergency relevant to role.

Personal and professional development:

- Commitment to and willingness to participate in continuing training and education related to area of employment and contributes to the development of learners and other team members.
- Maintains practice within framework established by legislation, national and state policy.
- Completes mandatory education requirements for the role.
- Recognises areas of strength and areas for development.
- Takes part in personal development plans with Manager &/or Educator.

Information management

- Communicates accurate and relevant information to appropriate people and in line with role and organisational policy.
- Uses social media responsibly and respectfully at all times.



Position description Nurse Unit Manager – Hopetoun

- Complies with legislative requirements related to documentation and information pertaining to residents, team members and the operations of all Rural Northwest Health facilities.
- Utilises Information Technology as appropriate in the performance of the role.

Key Selection Criteria

- Demonstrated competence in leading and managing a team that ensures delivery of safe consumer centered care.
- Knowledge of key guidelines and frameworks relevant to the role, including but not limited to Safe Patient Care Act, Code Grey requirements, Aged Care Quality & Safety Standards and National Safety and Quality Health Service Standards
- Demonstrated commitment to quality improvement and evidence based practice.
- Demonstrated ability to maintain a high level of confidentiality and discretion.
- Demonstrated ability to develop and manage rosters and workforce needs, with the ability to utilise software to manage schedules, team member leave requests and sign off timecards.
- Excellent interpersonal skills and the ability to build collaborative relationships with stakeholders including team members, consumers, and the multidisciplinary health team.
- Excellent written and verbal communication skills.
- Proven ability to be adaptable to various competing demands.
- Demonstrated proactive approach to problem solving with strong decision making capability.
- Relevant post graduate training or education in Aged Care or Acute Medical Nursing.
- Relevant post graduate education in leadership and management or plans to undertake same.

Certificates, Licenses and Registrations

- Registered Nurse with APHRA.
- Satisfactory current employee police check (dated within 12 months of commencement date).
- Current employee Working with Children Check.
- Current Driver's License.

Other requirements

- Must provide current evidence of immunisation history and/or serology results.

Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Team member signature _____

Team member name (please print) _____ Date _____/_____/_____