

Associate Nurse Unit Manager – Aged Care

Position	Associate Nurse Unit Manager – Aged Care
Classification	ANUM Year 1 (YW11) or ANUM Year 2 (YW12)
Award	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028
Reports to	Nurse Unit Manager
Direct reports	Team members report to the ANUM when the ANUM is working as the Registered Nurse in charge of the shift
Key relationships	All team members, consumers, community members, General Practitioners, Allied Health professionals, Executive team members, Board of Management, Ambulance Victoria
Hours of Work	Rotating 7-day, 24-hour roster

About Rural Northwest Health

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organisation.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

OUR VISION

Strong, healthy, vibrant rural communities.

OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

Position summary

The Associate Nurse Unit Manager (ANUM) works in partnership with the Nurse Unit Manager (NUM) to provide clinical leadership to all team members to ensure that person-centered care is planned, implemented, evaluated and maintained at a high standard. The ANUM acts as a professional and clinical role model for all team members and demonstrates advanced clinical knowledge and skills while assuming a management focus in the ward/unit. The ANUM is an integral member of the unit's management and leadership team. The ANUM accepts responsibility and accountability for designated clinical portfolios.

Key responsibilities

- Undertakes, interprets, monitors and enables the assessment of consumer's physical, cognitive, mental and psychosocial health and wellbeing needs.
- Respond to clinical changes in consumers condition and initiate intervention and consultation with relevant members of the multidisciplinary team as required.
- Accepts reports from others and is responsible to problem solve complex care situations and take appropriate actions.
- Lead, manage, direct and support the care team to ensure appropriate care is delivered with a team member's scope of practice, is evidence based and is safe and high quality in line with policies and procedures.
- Ensure workload delegation is appropriate, monitor activity levels, assess care requirements and adjust delegations as required to ensure safe care.
- Acts to support the After-Hours Supervisor as needed.
- Understanding of and the ability to mobilise the RNH Emergency Management procedure.
- Work collaboratively and support the NUM to provide effective, visible leadership and supervision across the team.
- Provides clinical leadership in the absence of the Nurse Unit Manager and accepts the NUM role when required.
- Undertake a key clinical portfolio at ward or service level.
- Leads the development of learners and other team members by facilitating a positive learning environment and providing guidance, teaching, supervision and mentoring.
- Leads health and safety practices and responds appropriately to reports and risks.
- Collects, inputs, interprets, reviews and monitors all assessment, care and evaluation information using paper based and electronic systems to meet care, funding, legal and accreditation requirements.

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Fundamental expectations of clinical team members:

Provision of Care

- Provides and maintains high-quality, safe, clinical care that is right for individual consumers to meet their health and wellbeing needs.
- Assists individual consumers to achieve activities of daily living that promotes dignity, informed choice and a life of their choosing.
- Utilises best practice approaches in care provision.
- Recognises and escalates changes in consumer health status /needs to the appropriate person in a timely manner.
- Recognises and provides care within the scope of practice and scope of competence and seeks assistance to support this.
- Contributes to care portfolios, programs and/or projects relevant to role.

Key position accountabilities

Leadership, Communication and Stewardship

- Influences other team members to bring their best by providing encouragement and being thankful.
- Speaks with others respectfully and in a way they can understand.
- Recognises when a person has communication needs beyond own skills and finds help.
- Acts in a way that values diversity.
- Takes care when using physical resources and environment.

Quality and 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 the Aged Care Standards &/or National Standards as appropriate.

Personal and professional development

- Keeps up to date with mandatory education requirements for the role.
- Maintains practice within framework established by legislation, national and state policy.
- Recognises areas of strength and areas for development.
- Takes part in personal development plans with manager &/or educator.
- Participate in essential or mandatory training annually.
- Shares knowledge willingly.

Health and Safety

- Acts in a way that maintains physical and psychological health and safety for self and others.
- Adheres to safe work practices relevant to the role.
- Promptly reports issues that might put self or others at risk, incidents & near misses and responds appropriately to risks and reports from others appropriate to role.
- Is kind to self and others.
- Contributes to a positive team environment by speaking in a courteous and respectful manner at all times.
- Knows what to do in an emergency relevant to role.

Information management

- Communicates accurate and relevant information to appropriate people and in line with the organisational policy.
- Is able to access, send and receive email, use Kronos rostering system relevant to role and locate key policies, protocols and resources via the intranet.
- Uses social media responsibly and respectfully at all times.
- Complies with legislative requirements related to documentation and information pertaining to consumers, team members and the operations for all Rural Northwest facilities.
- Utilises information technology as appropriate in the performance of the role.

Key selection criteria

1. Registered Nurse with minimum of 3 years of experience in relevant clinical area.
2. Post-Graduate qualification in a relevant area, or willing to undertake further study.
3. Demonstrated ability to lead a clinical team to deliver safe, high quality and innovative health care.
4. Understanding of relevant accreditation and funding systems, and demonstrated ability to manage continuous improvement portfolio.
5. Excellent interpersonal skills and the ability to build collaborative relationships with stakeholders including team members, consumers and family members.
6. Excellent written and verbal communication skills and the ability to utilise a range of software applications.
7. Understanding of opportunities and challenges associated with providing rural health care services.

Certificates, licences and registrations

- Current APHRA Registration
- Current satisfactory Employee police check, dated within 12 months of commencement date
- Current Employee Working with Children Check
- Current NDIS check

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- Current driver's licence

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.

Employee signature _____

Employee name (please print) _____ **Date** ____/____/____