

# Nurse Unit Manager – Perioperative Services

Benalla Health

*Benalla*  
HEALTH



# About Benalla Health

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## **Vision**

Supporting a Healthy Community

## **Mission**

The purpose of Benalla Health is to facilitate a healthy and resilient community through the provision of integrated, lifelong healthcare services.

## **Values**

Benalla Health has developed “Our Values” as a framework to help guide staff in their relationships with members of our community; patients, clients, residents, their families and friends, other visitors to the organisation and our own staff.

The Values were highlighted by staff as the key elements critical to achieving the outcomes we have set for ourselves and the community. Our Values tell us what behaviours and decisions are acceptable and what we expect of ourselves and each other.

Our Values are:

Compassion

Empathy

Accountability

Respect

Excellence



# About Benalla Health

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## Urgent Care Centre

The Urgent Care Centre (UCC) at Benalla Health is a busy, dynamic 6 bed department, seeing on average 500-600 patients per month. It has 3 acute beds, 1 resuscitation bay, 1 triage bed and 1 quiet room bed. The UCC service is provided with the support of Benalla Health's General Practitioner workforce who service the UCC in addition to their normal workload.

## Acute ward

The Acute ward at Benalla Health is for 90% of the time a 24 bed acute overnight ward inclusive of medical, surgical and palliative patients. Simultaneously there are 3 separate fully self-contained birthing suites where women are admitted and remain after the birth of their baby. The Acute ward can flex up to 40 overnight beds if required.

## Theatre Suite

There are 2 theatre suites which are fully booked 4 days per week (16 sessions per week). If there is demand one theatre is used on the 5<sup>th</sup> day. After hours emergency caesarean sections are available 24/7.

## Day Procedure Unit

Our 10 bed Day Procedure Unit, located in the John Lindell Wing, has a separate entry and access from the main hospital.

## Residential Aged Care Services

The Morrie Evans Wing is a 30 bed residential aged care facility that has undergone significant refurbishment over the last 12 months.

## Community Health

Benalla Health has a very active and proactive Community Health program which delivers a broad range of services to the community.



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# The Role

## POSITION SUMMARY

The role of the Nurse Unit Manager (NUM) Perioperative Services is to be responsible for ensuring the provision of high quality, safe and evidence based practice across perioperative, central supply, day procedure and transfusion service through effective leadership and management of both staff and other resources.

Responsibilities include but are not limited to oversight and leadership of evidence based clinical practice; staff recruitment, retention and rostering; performance monitoring and management; fostering and facilitating a sense of team and teamwork; fostering and facilitating a values based culture that prioritises safety and an expectation of consistency in practice; coordination and leadership of unit based portfolios; VMO and GP Anaesthetist list scheduling; monitoring of perioperative budget and the oversight of supplies and resources; and oversight of the maintenance of facilities and equipment.

The NUM will contribute to both unit and organisational clinical governance including ensuring compliance with relevant legislation, quality and safety standards, industrial agreements and organisational guiding statements and documents.

The NUM will also demonstrate appropriate clinical expertise, and will act as a mentor and role model.



# Key Selection Criteria

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## Mandatory Requirements

- Registered General Nurse Division 1
- Current Registration Certificate (APHRA)
- Current Police Check
- Working with Children's Check

## Selection Criteria

1. Suitable qualification and broad range of clinical practice experience relevant to the position
2. Evidence of analytical, conceptual and strategic thinking skills
3. Evidence of well-developed communication and interpersonal skills including the ability to establish, maintain and grow inter professional relationships
4. Knowledge of relevant legislation, industrial and clinical practices standards
5. Knowledge of relevant quality and safety standards and a demonstrated commitment to Quality and Risk Management
6. Demonstrated human resource management skills including the ability to inspire, lead and manage others and the ability to lead and manage change
7. Demonstrated fiscal management skills including budget development and monitoring
8. Demonstrated ability to prioritise and work to and report against key performance indicators in a timely manner
9. Demonstrated computer literacy including ability to use a variety of digital technologies; to enter and manipulate data into and from a database; and to work with both word and excel
10. Evidence of a commitment to lifelong learning including demonstrated compliance with mandatory training requirements and ongoing engagement with Perioperative nursing and nursing leadership training.



# Remuneration

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The remuneration package will be as per EBA – that is a base salary rate of YZ11(weekly rate of \$1930.30) plus superannuation.

Total Remuneration Package (TRP) is inclusive of:

- Base salary (\$100,375.60 per annum);
- Superannuation (\$9,535.58);
- Salary packaging

Benalla Health are also able to offer subsidised accommodation for 3 months.

## How to Apply

Applications should include a:

1. Covering Letter,
2. Current CV
3. Statement addressing the Key Selection Criteria; and
4. Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at:  
[hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)

**Applications Close: 1 June 2018**

## Further Information

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