



POSITION DESCRIPTION

POSITION TITLE:	Nurse Unit Manager
DIVISION/DEPARTMENT:	Perioperative / CSSD / DPU / Transfusion Services
CLASSIFICATION:	RN NUM Yr1 YZ11– RN NUM Yr3 YZ33
INDUSTRIAL AGREEMENT:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 and subsequent agreements.
REPORTS TO:	Director of Clinical Services / Deputy Director of Clinical Services
PRE-REQUISITES:	
Essential:	Registered General Nurse Division 1 Current Registration Certificate (APHRA) Current Police Check Working with Children's Check
Desirable:	Post Graduate qualification relevant to perioperative nursing Post Graduate qualifications in nursing / management or working towards same. Qualifications/Experience in Sterilizing Technology and comprehensive knowledge of relevant Standard AS/NZS4187.

KEY 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.

OUR PURPOSE:

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

OUR VALUES:

Compassion, Empathy, Accountability, Respect and Excellence.

POSITION SUMMARY:

The role of the Nurse Unit Manager (NUM) Operating Theatre 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.

RESPONSIBILITIES and KEY PERFORMANCE INDICATORS:

Improving Health outcomes for our community

- Meets practice and competency standards for a registered nurse with post graduate qualifications in perioperative nursing (or other relevant post graduate training)
- Ensures services comply with relevant legislation, industrial agreements and quality and safety standards
- Behaves and practices in a manner that reflects the code of conduct and core values of Benalla Health
- Provides oversight of the day to day operational management and governance within units responsible for
- Meets annual service targets as agreed
- Acts in higher duties including in the Grade 5 Nursing Coordinator as and when required in the absence of the DDCS or rostered ADON.

The specific responsibilities of the Nursing coordinator include

- *Liaising with all staff acting as resource for staff, facilitating and promoting quality patient care.*
- *Co-ordinating and maintaining appropriate nursing staff levels through consultation with clinical nurses, redeploying staff and engaging nurse bank employees/agency staff as required.*
- *Facilitating patient admission and/or emergency procedures in accordance with hospital policy and in or to maintain an efficient after hours service.*
- *Ensuring the smooth release of bodies from the mortuary after hours when necessary for coronial or religious reasons.*
- *Maintaining an awareness of patient/nurse dependency throughout the shift as this will assist the safe co-ordination of staff and patients.*
- *Assisting with the monitoring and analyses of patient incidents and accidents.*
- *Escalating clinical and/or organisational concerns as appropriate and according to relevant guiding documents*

Promoting and supporting wellness in ageing

- Responds to consumer feedback following due process and in a timely manner with the goal to reduce the incidence of patient and family complaints
- Facilitates a cultures that supports open disclosure and transparency
- Facilitates a culture that promotes inclusion, person centred care and self determination
- Contributes to service planning and evaluation
- Facilitates, promotes participation in and actions recommendations from unit, divisional and organisational communication strategies including attendance of regular staff, consumer and service rounding; the facilitation of regular unit meetings; participation in staff and consumer forums.

Delivering high quality healthcare that is efficient, safe and sustainable

- Delivers services within allocated budget and advocates for models of care that continually improves service access, service integration and service responsiveness.
- Complies with monthly accountability reports and meeting requirements
- Develops, maintains and monitors unit based risk register
- Develops, monitors and provides progress reports for the annual unit based operational goals
- Responds to and actions recommendations for 100% of unit based incident reports in a timely manner.
- Escalates concerns and/or issues in a timely manner
- Manages supplies and resources in a sustainable and efficient manner

Developing and supporting an engaged and highly capable workforce

- Manages nursing recruitment and retention strategies relevant to units responsible for
- Monitors and maintains staff compliance with mandatory and required training, completion of annual staff appraisal, development and monitoring of performance improvement plans and where required grievance procedures.
- Monitors and manages staff rosters including facilitation of appropriate skill mix and staffing levels per shift and the management of planned and unplanned leave
- Facilitates and provides oversight for safe, effective and consistent services by ensuring the scope of practice aligns with the service capability framework and that the scope of practice is reflective of appropriate credentialing, current evidence for practice and is practice supported by relevant guiding documents.

Encouraging, enabling and building on innovations in healthcare systems and practice.

- Attends and participates in and/or leads (as required) Benalla Health governance committees
- Attends and participates in Nursing and other organisational leadership meetings
- Develops and maintains partnerships to support and build service capacity
- Contributes to the review and update of guiding documents
- Change in practice is evidence based and evaluated
- Complies with organisational, departmental and/or commonwealth audit schedule and quality reporting requirements
- Networks within and beyond the organisation.
- Monitors trends in service outcomes and service improvements against outcomes achieved by other equitable services
- As appropriate, participates in and/or facilitates research relevant to advancing the scope of practice and service provision
- Actively manages gaps and /or opportunities for growth in service provision.

SAFETY MANAGEMENT SYSTEMS

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures
- Reporting hazards and injuries
- Participate in OH&S consultation and OHS training
- Cooperate with managers and supervisors to ensure that OH&S responsibilities are met by all
- Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each Employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measures put in place by the Employer and any related occupational health and safety requirements.
- Consult with OH&S representative on any proposed changes to the workplace.
- Consult with representative on major items being purchased.
- Permit OH&S representatives to attend training.
- Provide facilities and assistance to OH&S representative to ensure they can perform their function and duties.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline

QUALITY & RISK

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

POLICY & PROCEDURES

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

CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

MANDATORY ORGANISATIONAL COMPETENCIES

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete competencies prescribed in the Training Policy including attendance of the orientation program for new and returning staff (on commencement, annually, every two years or as otherwise stated):

- Attend orientation on commencement
- Emergency Response and Fire Extinguisher Training (both theory and practical sessions)
- Manual Handling
- Human Rights, Equal Opportunity Prevention of Workplace Bullying and Managing Diversity in-service.
- Hand Hygiene Training.
- Reporting Elder Abuse.
- Person & Family Centred Care

Refer to the organisations mandatory training policy for full details.

CONSUMER ENGAGEMENT

Benalla Health employees are responsible for meaningful consumer participation so that consumers, carers and community members are active participants in the planning, improvement and evaluation of health services.

This will be demonstrated by:

- New staff attending staff induction forum where the value of partnering with consumers/carers and community members is discussed.
- Evidence that consumers and their significant others are involved in the development of their own care plans and
- Completion of annual competencies that includes the importance of partnering with consumers/carers and community members.

PREVENTION AND RESPONSE TO FAMILY VIOLENCE

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at BH will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and moral.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

PERFORMANCE REVIEW & DEVELOPMENT

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review. If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.

EMPLOYEE'S NAME:	_____
EMPLOYEE'S SIGNATURE:	_____
DATE:/...../.....

MANAGER'S NAME:	_____
MANAGER'S SIGNATURE:	_____
DATE:/...../.....

CREATED: January 2013
REVISED: Director of Clinical Services February 2018.

Benalla Health				
<i>Aligning behaviours to our Values and Code of Conduct</i>				
Compassion	Empathy	Accountability	Respect	Excellence
<i>In our team we ...</i>				
are kind to each other	ask others 'how can we help'	are honest and reliable	acknowledge the views, opinions, beliefs and ideas of others	have a 'can do' attitude
are forgiving	act to include each other	do what we say we will do	say thank you	work hard
respect personal space	seek to understand the facts	are honest with each other	manage each other up	choose our attitude
seek clarity where there is uncertainty	will support those who admit errors	call below the line behaviour	encourage robust discussion	encourage innovation
maintain confidentiality for those in our care and those we work with	pull together especially in tough times	reflect on our own behaviour	smile and greet each other	lead by positive example
encourage and support each other to discuss issues	have patience for those who are learning	acknowledge problems and seek and/or offer a solution	acknowledge people from culturally diverse backgrounds	work as a team
ensure open consultation and two-way communication	are safe to question and be inquisitive	have the courage to speak up and use our voice	turn up on time	acknowledge when we are wrong
use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives	report incidents and mistakes recognising we work in a 'just' culture	will comply with reasonable directives	apologise when we have hurt others and/or have been below the line in our behaviour	encourage each other to be the best we can be and celebrate each other's achievements
we see the person as being separate from any unacceptable behaviour	promote a culture of continuous improvement	follow policies and procedures including rostering rules	model and demonstrate polite behaviour	
	summarise what we have heard to demonstrate our understanding		use AIDET when we communicate	
	have fun		follow our organisation's dress code and dress appropriately	

In our team we do not ...

<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumor mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
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Our standard is what we choose to walk past ...