



## POSITION DESCRIPTION

**POSITION:** Nurse Unit Manager (NUM)/Midwife Unit Manager (MUM)

**Unit/ Specialty Area:** All departments

**Classification:** NM1-NM3

**Direct position report:** Operational Director

**Organisational position report:** Director of Clinical Services

**Employment type:** Full time

**Location:** All departments

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## OUR VISION

To be recognised leaders in rural healthcare

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## OUR VALUES

► CARING    ► EXCELLENCE    ► RESPECT    ► INTEGRITY    ► FAIRNESS

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## ROLE DESCRIPTION

The NUM/MUM provides leadership and management to a multidisciplinary team within a designated ward/unit. The NUM/MUM is responsible for ensuring that clinical practice and delivery of care is consistent with the Nursing and Midwifery Board standards, NHW Nursing & Midwifery Capability Framework domains of practice and NHW values and code of conduct and aligns with the organisational values.

As the NUM/MUM, you are responsible for leading the delivery of comprehensive, safe and evidence based nursing care to promote optimal health outcomes for all patients within the ward/unit..

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## KEY ACCOUNTABILITIES



### Direct Comprehensive Care

- Fulfill duty of care, understanding and practicing within own scope of practice in accordance with Nursing and Midwifery Board of Australia guidelines
- Maintains and ensures safe, competent and effective care, integrating nursing and healthcare knowledge and strives for excellence in clinical outcomes through evidence based practice, research and education.
- Ensures effective partnerships with internal and external stakeholders.
- Ensures a safe and secure physical and psychosocial environment that is responsive to the needs of individuals/groups regardless of race, cultural, religion, age, gender and sexual orientation.
- Demonstrates commitment to utilising and leading HWE tactics in patient care to promote standardised best practice.



### Support of Systems

- Leads efficient patient flow in line with the organisational mission and values.
- Leads sustainable healthcare practices within the unit through efficient use of human and material resources.
- Acts as a leader within nursing, the unit and the organisation in all interactions with patients, families, other professionals and the public.
- Promotes a professional, safe and supportive team culture
- Ensures practice and care is informed by legislation, evidence based practice, research and education to ensure quality and excellence in clinical outcomes.
- Ensures effective human resource management related to recruitment, rostering practices, allocation of resources, leave management, in line with EBA requirements.
- Is accountable for budget development, monitoring and reporting.
- Ensures effective leadership and management of Performance Development and Review process of nursing staff.
- Demonstrates a comprehensive understanding of business, funding models and systems relevant to the area of management.
- Priorities timely and regular communication to all relevant stakeholders in relation to ward/unit operations, nursing workforce issues and initiatives.
- Sustains a collaborative and proactive relationship with People and Culture unit, Environmental services, Finance, Corporate services, Allied health.



## Education

- Responsible for achievement of competencies and mandatory training for nurses within the unit.
- Promotes, supports and enables continuing professional development for team.
- Supports staff attendance at SMARTtime and educational opportunities on a shift by shift basis.
- Demonstrates commitment to continuing professional development of self and others related to leadership and management.



## Research

- Ensures nursing practice in the unit that is informed by evidence, standards and clinical guidelines
- Leads and supports critical thinking and the delivery of evidence based practice to Every patient, Every time.
- Actively promotes and leads quality improvement initiatives including audits, research projects and quality improvement initiatives within unit.
- Manages and supports staff to achieve requirements for clinical, education, quality or leadership portfolios.



## Professional Leadership

- Is clearly identifiable as the leader of the unit
- Leads and develops a workforce that is skilled, dynamic, resilient and resourceful through effective team management.
- Communicates professionally and efficiently with all team members, role modelling NHW values and behaviors.
- Promotes individual accountability and professional team behaviors.
- Participates in professional development opportunities that are offered within the organisation to ensure ongoing professional development of self and alignment with organisational values and priorities.

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## QUALIFICATIONS & EXPERIENCE

### ESSENTIAL

- Essential:
- Current registration with AHPRA as a Registered Midwife
- Demonstrated evidence of post graduate qualifications
- Demonstrated evidence to ongoing personal and professional development
- Ability to meet key accountabilities
- Commitment to leading safe, quality care for Every patient, Every time.
- Demonstrated excellent leadership and management skills.
- Demonstrated oral and written interpersonal, communication skills including conflict resolution skills.
- Demonstrated evidence of computer and digital competence
- Demonstrated ability to work within a multidisciplinary team and autonomously
- Ability to work well under pressure and flexibility to adapt to changing priorities
- Demonstrated excellent time management, decision making and organisational skills

### DESIRABLE

- Masters or demonstrated willingness to work towards.
- Previous experience in clinical area.
- Extensive years of nursing experience including leadership and management roles.

### ADDITIONAL REQUIREMENTS

- Significant experience in community nursing and knowledge of community nursing programs.
- Maintain a current national Police Check (requires renewal every three years)
- Maintain a current Working with Children check (requires renewal every 5 years)
- Provide and maintain required immunization and serology records - Vaccination category A

### All staff must have and remain current for continued employment the following:

- National Police Check (renewed every 3 years)
- Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas

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## RELEVANT DOCUMENTS

*The following documents can be found on the Northeast Health Wangaratta website and on Prompt*

Nursing & Midwifery Capability Framework (NMCF) Domains of Practice  
Northeast Health Wangaratta NMCF unit specific skills list  
Northeast Health Wangaratta Performance Development & Review tool  
Northeast Health Wangaratta Hardwiring Excellence resources

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## ADDITIONAL RESOURCES

NMBA Registered Nurse Standards for Practice 2016  
NMBA Nursing and Midwifery Practice Decisions Summary Guides  
NMBA Code of Professional Conduct for Nurses in Australia  
NMBA Code of Ethics for Nurses in Australia  
NMBA National Competency Standards for the Midwife  
NMBA Code of Ethics for Midwives in Australia  
Nurse & Midwives Enterprise agreement 2016-2020  
ANMF Code of Professional Conduct for Midwives in Australia. Good Practice Guide to Performance Management for Nurses and Midwives - Victorian Public Health Service 2013  
APHRA Guidelines for Mandatory Notification  
NMBA A Nurses Guide to Professional Boundaries  
NMBA Continuing Professional Development Standard  
Delegation and Supervision Guidelines for Victorian Nurses and Midwives  
National Safety & Quality Health Service Standards

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## PERFORMANCE DEVELOPMENT AND REVIEW (PDR)

1. PDRs will be conducted yearly or prior as deemed necessary by Nurse Unit Manager / Manager or delegate.
2. Prior to annual PDR employees are required to complete a self-evaluation utilising the PDR document and return it to their manager prior to the feedback session.
3. There is an expectation that individuals will assume responsibility for completion of any learning requirements advised by the organisation. This includes all Mandatory Training and Clinical Competencies as required (annually or in accordance with timelines specified in relevant health service policies and procedures).

# Standards of Behaviour

## Above the line Our staff will always:

## Below the line Our staff will not:

### Caring

Show compassion to all people  
Demonstrate empathy and understanding  
Work as part of the team  
Mentor others  
Provide encouragement to others  
Care for others the way they would like to be cared for themselves

Be disrespectful  
Be self-centered  
Have inappropriate conversations with others  
Display rudeness

### Excellence

Commit to the NHW Hardwiring Excellence expectations  
Have the courage to question what we do  
Persevere to do the best job they can  
Strive continuously to improve  
Be professional and enthusiastic  
Maintain customer focus

Give up  
Demonstrate a 'can't-do' attitude  
Accept mediocrity  
Be unreliable  
Pass the buck  
Ignore feedback given by patients or colleagues

### Respect

Maintain confidentiality and privacy  
Listen to others and accept differences  
Be punctual  
Respond courteously  
Greet all people by saying hello, smiling and introducing themselves  
Be culturally informed and sensitive  
Respect diverse opinions

Be sarcastic  
Bully, harass or display aggression  
Be judgmental  
Withhold information  
Contribute to rumours  
Leave an untidy workplace

### Integrity

Be open and honest  
Lead by example  
Be responsible and accountable for their own actions  
Stand up and take action  
Escalate issues or behaviors of concern

Be arrogant  
Be dishonest  
Be hypocritical  
Avoid responsibility  
Allow unacceptable behavior

### Fairness

Demonstrate consistency  
Treat people equally  
Be considerate and understanding  
Be collaborative and collegial

Discriminate against others  
Demonstrate favoritism and exclusion  
Refuse to assist others with their workload



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## DECLARATION

As the incumbent of this position, I acknowledge that I have read the Position Description, understood its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the Health Service's policy on confidentiality of commercial and patient / consumer information or such sensitive information that I may come across in the course of my employment.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / \_\_\_

