

Position Description

Position Title:	NURSE UNIT MANAGER
Department:	CLINICAL
Reporting to:	Director Clinical Services
Classification / Code:	NM11 Nurse Unit Manager Level 2
Award Coverage:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Pay Rate & Hours of Work:	NM11 – 40 hours per week with ADO

Beaufort & Skipton Health Service

Vision

To be a vibrant provider of care.

Mission

To enable all people in our community to be connected, healthy and live well.

Values

Teamwork, Compassion, Accountability, Respect, Excellence

Beaufort and Skipton Health Service

Beaufort and Skipton Health Service is a small rural health service that was formed on 1 October 1996 following the amalgamation of the Ripon Peace Memorial Hospital and the Skipton and District Memorial Hospital.

The Health Service provides Urgent Care, Primary Care, Acute Inpatient, Residential Aged Care (Nursing Home and Hostel level care), and a Transition Care Program (TCP). Community and Allied health and home based services include District Nursing, Home Care Packages, Respite, Health Promotion, Diabetes Education and a large range of support programs.

Medical Clinical operates at Skipton along with specialist services that are available. Beaufort and Skipton Health Service services nearly 6,000 people in Beaufort, Skipton and the surrounding area.

Purpose of Position

The Nurse Unit Manager role is responsible for overseeing all operational aspects of the nursing care within their clinical unit. The Nurse Unit Manager will have clinical experience in aged care, acute and palliative care as well as previous experience in leadership and management.

All nursing staff, including the Nurse Unit Manager of Beaufort and Skipton Health Service must comply with the organisations values, policies and guidelines and are required to abide by the Nursing and Midwifery Board of Australia – Professional Codes and Guidelines, and Registration Standards.

Key Responsibilities

Personal & Professional Development

- Communicates a vision that generates enthusiasm and commitment among staff.
- Sets high standards of performance for self and others.
- Commits to behaviour that is values aligned, complies with Above the Line behaviours and is calm, considered and consistent.
- Undertakes annual performance appraisals with staff and set clear objectives for future development.
- Delegate staff performance appraisals to ANUM group where appropriate.
- Maintains currency and competence with clinical care and skills including engaging in ongoing clinical and managerial professional development.
- Comply with the Australian Nursing Council's Code of Ethics and professional standards
- Identify continuing education requirements for nursing and personal care workers in consultation with the Manager, Education and training and assist with the development and implementation of the education plan and calendar for all clinical services.
- Ensure nursing and personal care workers maintain and update their competencies and improve skills by utilising journals and other learning aids and attending in-service education programs and relevant workshops/study days.

Customer Service

- Foster a culture of clinical excellence that is based on person centred care.
- Effectively communicates with stakeholders in a sensitive and professional manner.
- Convey the broad strategies and objectives of BSBS through participation in community forums.
- Analyses and utilises customer feedback to improve clinical services.
- Works to maintain the highest level of confidentiality on all issues relating to the organisation, residents/patients and colleagues.
- Ensure patients/residents and carers are educated, in recognition of their health needs, encourage self-care, and maintenance of independence.
- Ensure care is delivered and evaluated, in accordance with BSBS Policies and Procedures

Administration & Documentation

- Demonstrate knowledge and experience of the key concepts of continuous quality management in the areas of NSQHS and Aged Care Quality & Safety Commission (ACQSC).
- Seek opportunities for BSBS to provide health promoting activities and be proactive in engaging the community in management of chronic disease.
- Coordinate the effective discharge planning process where appropriate, to ensure continuation of quality care and services.
- Ensure comprehensive assessments are made of each consumer admitted to BSBS, including the identification of that consumer's physical, and psychosocial needs / problems.
- Ensure individual care plans are prepared for all consumers, in consultation with the patient, and carers and other health professionals.
- Ensure that appropriate clinical records are maintained for each consumer, and the accurate documentation of relevant data is compiled in accordance with current regulatory requirements.
- Maintain required clinical indicators and accreditation documentation that is timely and accurate.

- Ensure an efficient and safe BSHS staffing profile is maintained by the management of rostering and delegation of staff.
- Conduct Annual Performance Development Reviews with all staff within your team
- Ensure Leader rounding's and Traffic Light reports are conducted and communicated
- Ensure consumer rounding's occur on a monthly and regular basis
- Ensure annual mandatory training is updated for all staff

Technical Skills & Application

- Ensure that services are delivered within a budgetary framework.
- Ensure all staff recruitment is within the skill need of BSHS, complies with the current budget allocation and meets the requirements of a staffing model as per the relevant EBA.
- Be conversant with the Commonwealth Government's Residential Care Standards and ensure that all aspects of the aged care operations comply with those standards.
- Be conversant with the Australian Commission of Health Care Standards and ensure that all aspects of the acute care operations comply with those standards.
- Ability to assume the role and responsibilities of the Director of Clinical Services in their absence.
- Be responsible for the economical purchasing of consumable supplies, ensure that such purchases are checked for quantity, quality and price meet HPV standards, are stored safely and securely, and are used wisely.
- Manage BSHS acute, urgent care services and residential aged care, ensuring all appropriate equipment is operational.

Teamwork & Communication

- Professionally, clearly and confidently communicate with people at all levels of the organisation.
- Actively participate, and lead the clinical team, in all aspects of the Studer program to promote comprehensive, organisational transformation to ensure consistent evidence-based practices and an engaged and proactive clinical team.
- Organise team meetings to promote and maintain effective communications and promote staff input into BSHS decision-making.
- Work collaboratively with other departments
- Following the path of person-centred care, promote and maintain effective communication with all relatives, staff, medical and allied health personnel, volunteers and any other persons who may be involved with patients for the purpose of improving their general well-being.
- Supervise the work of staff and assist where necessary in the performance of their duties.
- Promote professional conduct at all times and maintain harmonious working relationships between the health service and other professional services.

Quality / Safety & Risk Management

- Attend and participate in staff meetings and professional development programs.
- Demonstrated knowledge of the health services internal policies and procedures.
- Demonstrate up to date knowledge of relevant legislation.
- Have an understanding of the Aged Care Funding Instrument (AN-ACC) and engage and oversee the AN-ACC activities to ensure income derived as a result of the assessment process is maximised.
- Ensure the provision of quality care and services by engendering a culture of Continuous Quality Improvement through the participation in the NSQHS and ACQSC quality improvement program and associated activities.

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- Coordinate the development and review of clinical policies and processes for both acute and aged care services.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying a senior registered nurse position.

Qualifications

Mandatory qualifications

- Degree qualified in Nursing or equivalent
- Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

BSHS Accountabilities

- Compliance with all BSHS Policies and Procedures.
- At all times practices works within the vision, mission and values of Beaufort and Skipton Health Service.
- Adherence to infection control policies and procedures as identified in the Beaufort and Skipton Health Services Infection Control Manuals.
- Participation in the BSHS risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- Ensures that the affairs of Beaufort and Skipton Health Service, its patients, consumers (residents), clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by Law. Such confidentiality will extend to the commercial and financial activities of Beaufort and Skipton Health Service.
- At BSHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagements amongst BSHS employees.
- BSHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BSHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues
- You must ensure that the affairs of BSHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of BSHS.

Key Selection Criteria

Essential:

- Evidence of clinical leadership qualities and skills to lead and manage a team
- Ability to set goals and standards and regularly meet with staff to set goals for ongoing improvement
- Evidence of overseeing and managing budgets, including rosters, supplies and other expenses
- Evidence of mentoring Nurses and Personal Care Workers
- High level communication, written and verbal skills and proven ability to be able to liaise and work in multidisciplinary team
- Thorough knowledge and experience in quality improvement processes and understanding of the Aged Care and Australian National Quality and Safety Health Service Standards

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- Evidence of a commitment to ongoing professional development
- Knowledge of Accreditation systems

Desirable:

- Post Graduate qualifications or experience in Acute Care Management, Human Resource Management and/or Gerontology Nursing
- Knowledge of the Studer Program

Jobs Demand Checklist

Beaufort and Skipton Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.	
PHYSICAL DEMANDS	
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – Remaining standing without moving about to perform tasks	Occasional
Walking – Floor type: even / uneven/ slippery / indoors/ outdoors / slopes	Indoor /even – Frequent
Running – Floor type: even / uneven/ slippery / indoors/ outdoors / slopes	Not Applicable
Bend / Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remain kneeling posture to perform tasks	Not Applicable
Squatting / Crouching – Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot movement – Use of leg and / or foot to operate machinery	Not Applicable
Climbing (stairs / ladders) – Ascend / descend stairs, ladders, steps etc	Infrequent
Lifting / Carrying – light lifting and carrying: <10 kg	Frequent
Lifting / Carrying – Moderate lifting and carrying: 10 -15 kg	Infrequent
Lifting/ Carrying – Heavy lifting and carrying: >15kg	Not Applicable
Reaching – Arms fully extended forward or raised above shoulder	Infrequent
Pushing / Pulling / restraining – Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures – Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm movements – Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation – Gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving – Operating any motor powered vehicle	Occasional
SENSORY DEMANDS	
Sight – Use of sight is an integral part of work performance e.g. viewing of X-Rays, use of computer screens	Frequent
Hearing – Use of hearing is an integral part of work performance, e.g., telephone enquiries	Frequent
Smell – Use of smell is an integral part of work performance e.g., food preparation	Not Applicable
Taste – Use of taste is an integral part of work performance e.g., Food preparation	Not Applicable
PSYCHOSOCIAL DEMANDS	

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Distressed People - e.g., Emergency or grief situations	Infrequent
Aggressive & Uncooperative People – e.g., Dementia, mental illness, head injuries	Occasional
Unpredictable People – e.g., Dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patients / clients	Not Applicable
Exposure to Distressing Situations - e.g., Child abuse, viewing dead / mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS	
Dust – Exposure to atmospheric dust	Not Applicable
Gases – Working with explosive or flammable gases requiring precautionary measures	Not applicable
Fumes – Exposure to noxious or toxic fumes	Not Applicable
Liquids – Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not Applicable
Hazardous Substances – e.g., Dry chemicals, glues	Infrequent
Noise – Environmental / background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting – Risk of trips, falls or eyestrain	Infrequent
Sunlight – Risk to sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – Environmental temperatures are less than 15 c or more than 35 c	Not applicable
Confined Spaces – area where only one egress (escape route) exists	Frequent
Working at Heights – Ladders / stepladders / scaffolding are required to perform tasks	Not Applicable
Biological Hazards – e.g., exposure to body fluids, bacteria, infectious diseases	Infrequent

Incumbent Statement

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- Appointment is subject to a satisfactory staff immunisation clearance, a satisfactory current Police Record Check and current Working with Children Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of the organisation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager within your probation period from your commencement date and per annum. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

Employee Name: _____ Signature: _____ Date: _____