

POSITION DESCRIPTION

POSITION TITLE	Nurse Unit Manager
DIRECTORATE	Nursing
RESPONSIBLE TO	EDON
DIRECT REPORTS	Thompson House staff
AWARD	Nurses and Midwives (VIC Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012-2016
CLASSIFICATION	NUM Yr 1/2/3
EMPLOYMENT STATUS	Permanent Full Time
HOURS PER FORTNIGHT	80
DATE OF CREATION/AMENDMENT	September 2012
CREATED/AMENDED BY	EDON/HR

POSITION OBJECTIVE

The Nurse Manager is responsible for ensuring the development and maintenance of care standards by providing strong leadership and role modelling. The Nurse manager is responsible for coordination, management of human and material resources, program structure, critical analysis and employee relations, personal influence and professional creditability.

The Nurse Manager is part of the health care team and utilises the practice of nursing to deliver or direct patient care in any practice setting, addressing the functions and obligations of work that reflect current practice guidelines and standards for professional individuals.

RESPONSIBILITIES & PERFORMANCE INDICATORS

Ensure care is provided to the highest possible standard (monthly clinical KPI's, audits, incident management, clinical procedures and quality projects)

Audits completed as per audit schedule each year

Clinical KPI's submitted monthly

Ensure that appropriately educated, experienced personnel are appointed and maintain adequate staffing levels at all times to meet service delivery requirements and budgetary targets (recruitment, retention, support, professional development and performance management of staff)

100% of staff appraisals completed annually

Maintain up to date staff profile and include this in monthly KPI report

Effective business management of the unit (budget development and monitoring, business KPI reporting, risk planning, assets and supplies managed, business planning, attending and running meetings)

Care is delivered in the safest possible way with the patient at centre (safety KPI's, OH&S planning and projects, patient satisfaction data, complaints analysis, case reviews)

Incidents and complaints reviewed as they occur and finalised within 30 days

QUALIFICATIONS

Essential: Bachelor of Nursing or equivalent
Post Graduate qualifications in management or significant experience

Desirable: Post Graduate qualification in Gerontology

KEY SELECTION CRITERIA

- Demonstrated ability to manage staff and knowledge of management practices
- Demonstrated knowledge of the Aged Care Funding Instrument
- Dynamic care planning, problem solving and discharge planning skills
- Demonstrated knowledge of Aged Care Standards and experience in meeting accreditation.
- Demonstrated knowledge of risk management as it pertains to residential aged care.
- Excellent interpersonal and communication skills across all levels within and external to the organisation
- Ability to prioritise, set goals and objectives and meet deadlines
- Demonstrated ability as a person centered practitioner

OCCUPATIONAL HEALTH & SAFETY

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with Mt Alexander Hospital's Occupational Health and Safety policies and procedures and to participate in appropriate safety education and evaluation activities.

HOSPITAL POLICIES & PROCEDURES

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

PERSON CENTRED CARE

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including staff of Castlemaine Health. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of Castlemaine Health are required to adhere to these principles.

RISK MANAGEMENT

Castlemaine Health supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE MANAGEMENT

It is a condition of employment that employees participate in the Performance Management Planning and Review program on a regular basis.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

Castlemaine Health is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

VALUES & CONDUCT

Employees are required to comply with the values outlined in the State Services Authority Code of Conduct as it applies to Castlemaine Health.

Responsiveness
<ul style="list-style-type: none">• providing frank, impartial and timely advice to the Government• providing high quality services to the Victorian community• identifying and promoting best practice
Integrity
<ul style="list-style-type: none">• being honest, open and transparent in their dealings• using powers responsibly• reporting improper conduct• avoiding real or apparent conflicts of interest• striving to earn and sustain public trust at the highest level
Impartiality
<ul style="list-style-type: none">• making decisions and providing advice on merit without bias, caprice, favouritism or self-interest• acting fairly by objectively considering all relevant facts and applying fair criteria• implementing Government policies and programs equitably
Accountability
<ul style="list-style-type: none">• working to clear objectives in a transparent manner• accepting responsibility for their decisions and actions• seeking to achieve best use of resources• submitting themselves to appropriate scrutiny
Respect
<ul style="list-style-type: none">• treating others fairly and objectively• ensuring freedom from discrimination, harassment and bullying• using their views to improve outcomes on an ongoing basis
Leadership
<ul style="list-style-type: none">• actively implementing, promoting and supporting these values
Human Rights
<ul style="list-style-type: none">• making decisions and providing advice consistent with human rights• actively implementing, promoting and supporting human rights

ADDITIONAL REQUIREMENTS

- This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.
- To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.
- The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description

NAME (please print)

SIGNATURE

DATE

REPORTING MANAGER

Signed on behalf of Mt Alexander Hospital

NAME (please print)

TITLE

SIGNATURE

DATE