



## West Wimmera Health Service

### Position Description

|                      |   |
|----------------------|---|
| <b>Position:</b>     | <b>Associate Nurse Unit Manager/Registered Nurse</b>  |
| <b>Location:</b>     | Based at Jeparit, but may be required to work across all sites as mutually agreed upon                            |
| <b>Reporting to:</b> | Director of Nursing/Nurse Unit Manager  |
| <b>Division:</b>     | Clinical Services   |
| <b>Award:</b>        | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 |
| <b>Level:</b>        | YW11 – RN ANUM Year 1<br>YW12 – RN ANUM Year 2  |

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

##### Total Care

Delivering care that is safe, effective and person-centred, always

##### Safety

Providing a safe workplace and services free from avoidable harm

##### Unity

Working well together in a great place to work

##### Accountability

Doing the right thing by our stakeholders and ourselves

##### Innovation

Using our imagination - if there's a better way we will find it

#### Our Strategic Directions

|                |   |
|----------------|---|
| Strategy one   | Empower our community to live their best life |
| Strategy two   | Invest in population health                   |
| Strategy three | Build partnerships for healthier communities  |
| Strategy four  | Harness technology and innovation             |
| Strategy five  | Strengthen our workforce capacity             |

## Position Relationships:

| Key Internal Relationships  | Key External Relationships   |
|---|--|
| <ul style="list-style-type: none"><li>• Employees</li><li>• Managers</li><li>• Executive Directors</li><li>• Visiting Medical Officers</li><li>• Radiographers</li><li>• Patients</li><li>• Residents</li><li>• Students</li><li>• Volunteers</li></ul> | <ul style="list-style-type: none"><li>• Community</li><li>• Consultants</li><li>• Customers</li><li>• Visitors</li></ul> |

## Position Overview:

To work collaboratively with the Director of Nursing/Nurse Unit Manager and the Multi-disciplinary team to facilitate and foster the provision of best practice standards of nursing care to the patients/residents, their families and carer's. Comply by the West Wimmera Health Service policies and procedures of the clinical unit.

## Key Selection Criteria:

### Essential:

1. Effective communication and organisational skills.
2. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check).
3. Ability to problem solve and make decisions in a variety of complex situations.
4. Minimum of 3 to 5 years' experience in clinical care.
5. Registered with the Australian Health Practitioner Regulation Agency (AHPRA).
6. Hold a current and valid practicing certificate.
7. Excellent understanding of iCare, ACFI and Aged Care Standards (*age care facilities*).
8. Excellent understanding of EQulP criteria (*acute facilities*).

### Desirable:

9. Current Victorian Driver's Licence.
10. Desirable to have or working towards managerial qualifications.

## Key responsibilities:

- Achieve results, innovation and driving change to deliver high quality of clinical care.
- Quality, safety and risk management.
- Managing performance.
- To continuously improve health service delivery through effective management.

## Statement of duties:

### Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Administrate the medications to the patients/residents.
- Attend to relevant charting and daily documentation.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Communicate information and expectations clearly and concisely in a way that supports and builds effective and collaborative working relationships with all staff.
- Liaise effectively with the Director of Nursing/Nurse Unit Manager regarding requirements of work and needs of the clinical division.
- Effectively deal with challenging behaviours and the resolution of conflict within the clinical unit on a shift-to-shift basis.
- Administrate the medications to the patients/residents.
- Attend to relevant charting and daily documentation.
- Demonstrate leadership in situations that demand action and strong management focus in the clinical unit.
- Work collaboratively with the Director of Nursing/Nurse Unit Manager to facilitate nursing staff input into decisions affecting clinical practice and workflow within the clinical unit.
- Assist with orientation of new staff and take on a mentor role as required.
- Participate in relevant clinical committee meetings as delegated by the Director of Nursing/Nurse Unit Manager.
- Any other associated duties as delegated by the Director of Nursing/Nurse Unit Manager at any time.

### Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director of Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.

**Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other staff members, Director of Nursing/Nurse Unit Manager, patients/residents, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

**Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

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| <b>Authorised By Clinical Executive</b> |              |
| <b>Name:</b>                            |              |
| <b>Signature:</b>                       | <b>Date:</b> |

|                                 |              |
|---------------------------------|--------------|
| <b>Position Incumbent Name:</b> |              |
| <b>Signature:</b>               | <b>Date:</b> |