

POSITION DESCRIPTION

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| Position: | Associate Nurse Unit Manager |
| Division: | Nursing Services |
| Unit: | Emergency Department |
| Enterprise Agreement | NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016-2020 |
| Reports to: | Nurse Unit Manager |

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.



VISION




Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

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|  | <p>Happy: We are positive.</p> <p>We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.</p> |
|  | <p>Empathetic: We are caring.</p> <p>We put our people and our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.</p> |

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|  | <p>Accountable: We are committed.</p> <p>We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.</p> |
|  | <p>Respectful: We are open to others.</p> <p>We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.</p> |
|  | <p>Team-based: We are one team.</p> <p>We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.</p> |

POSITION SUMMARY

The Associate Nurse Unit Manager supports the Nurse Unit Manager in the operation of the department, ensuring achievement of excellence in care delivery in line with policies and procedures, best practice and legislative requirements. Provides leadership and support to all staff to ensure positive patient outcomes are achieved in line with departmental and hospital strategic objectives.

As a Nurse at Mildura Base Public Hospital you may be required to work within different sites or departments if required.

KEY RESPONSIBILITIES AND DUTIES

- Provide clinical leadership and act as a positive role model to all nursing staff.
- In collaboration with the Nurse Unit Manager, ensure that clinical practice reflects the quality improvement process, is evidence-based and meets relevant statutory requirements.
- Refer relevant and important issues to the NUM or other health care team members.
- Support the NUM in ensuring the unit's business plan is developed, implemented, monitored and evaluated.
- Provide responsible management of human, financial and environmental resources within the unit in collaboration with the NUM.
- In collaboration with the NUM, monitor and manage nursing staff performance.
- Support the NUM to ensure the safe operation and cleanliness of all clinical equipment according to relevant standards.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

People and Culture recommend no more than 10 and no fewer than 6 key selection criteria. Below are some considerations for inclusion when developing your criteria:

Essential

- Relevant registration with the Nursing & Midwifery Board of Australia
- Extensive clinical skills and experience within the speciality
- Demonstrated management and decision-making skills
- Proven ability to work effectively in a team environment and independently as required
- Effective communication and interpersonal skills
- Knowledge of and involvement in the Continuous Improvement process

Desirable

- Previous experience in an equivalent role
- Ability to plan and conduct patient education
- Sound Computer skills in MS Office programs including Excel

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check (Select if applicable to the role):

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Association

The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.