

## POSITION DESCRIPTION

<b>Position:</b>	Associate Nurse Unit Manager (ANUM) Inpatient Unit
<b>Directorate:</b>	Mental Health Services
<b>Division:</b>	Mental Health
<b>Business Unit:</b>	Ward 5 – Inpatient Unit
<b>Enterprise Agreement</b>	VICTORIAN PUBLIC MENTAL HEALTH SERVICES ENTERPRISE AGREEMENT
<b>Reports to:</b>	Director of Mental Health Services

### 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

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

To improve outcomes for our tri-state communities, by creating partnerships, leading a culture and building our team to deliver sustainable services.

### VALUES AND BEHAVIOURS

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation, for more information on our HEART values and the expectations to uphold the values, please refer to page 5 of this document.

### POSITION SUMMARY

Supports the Nurse Unit Manager in the operation of the Inpatient Unit, ensuring achievement of excellence in care delivery in line with policies & 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.

All staff at Mildura Base Public Hospital should have, or aspire to the personal qualities, knowledge and skills as described in the Mildura Base Public Hospital Staff Capabilities Statement. Refer to link at top of page.

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.
- Consult with the health care team, patient/resident and carers to assist and supervise the planning, delivery and evaluation of a high standard of quality nursing care
- Provide and promote safe, customer-focussed patient/resident care in an interdisciplinary environment.
- Promote and develop professional nursing standards and practice ensuring that annual competencies are met and continual learning needs are identified.
- Provide and promote effective communication that includes the patient/resident, carers and the inter-disciplinary team in the immediate and ongoing health care
- Assess the need and provide health education for patients/residents and their carers.
- 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 and MBPHs Heartbeat Guideline**. 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) in alignment with the MBPH Clinical Governance Framework. All employees are responsible for contributing to safe, effective, accountable and person-centred care by:

- Proactively identifying and reporting risks to minimise and mitigate them
- Operating within their scope of practice and seeking help when needed

Ensuring patient and consumer safety and quality of care is your highest priority.

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

## **KEY SELECTION 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
- Effective communication and interpersonal skills
- Proven ability to work effectively in a team environment and independently as required
- Ability to lead and manage the health care team in the absence of the Manager
- Knowledge of and involvement in the Continuous Improvement process
- Ability to plan and conduct patient education (WA requirement)

### **Desirable**

- Post graduate studies in relevant speciality area
- Previous experience in an equivalent role
- Sound Computer skills in MS Office programs including Excel

### **Specialist Expertise**

- Ability to manage human resource and staffing issues in relation to quality patient care and the maintenance of acceptable clinical and professional standards.
- Demonstrated computer literacy and embracing of health technologies and informatics.

### **Personal Qualities, Knowledge and Skills**

- Ability to interact and communicate with a diverse range of people at all levels.
- A personal approach which is positive, enthusiastic, friendly and helpful.
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills in an environment of change and continuous improvement

## **MANDATORY REQUIREMENTS**

### **Registration with Professional Association**

AHPRA. 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.

### **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:**

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.

### **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.*



**Happy**  
WE ARE POSITIVE

**As an organisation**

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.

**Individually**

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



**Empathetic**  
WE ARE CARING

**As an organisation**

We put 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.

**Individually**

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



**Accountable**  
WE ARE COMMITTED

**As an organisation**

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.

**Individually**

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



**Respectful**  
WE ARE OPEN TO OTHERS

**As an organisation**

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.

**Individually**

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



**Team-based**  
WE ARE ONE TEAM

**As an organisation**

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.

**Individually**

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

**LANGUAGE WE USE**

- "I choose..."
- "I care..."
- "I prefer..."
- "I will..."
- "I can..."
- "Is there a better way to do this?"
- "Can we explore that more so I can understand it better?"
- "We will...us...we can..."

**LANGUAGE WE DON'T USE**

- "I have to..."
- "I must ..."
- "If only..."
- "Ah well, that is because of XYZ..."
- "Our processes do not let us do it"
- "Things have always been done this way"
- "Them and us"

**THINGS WE DON'T DO**

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

