

# POSITION DESCRIPTION

ANUM – High Dependency Unit

*Supporting Everyone to be healthy and live well*

## PURPOSE OF THE ROLE

The Associate Nurse Unit Manager (ANUM) is an essential role within department nursing management teams. They provide support to the NUM to ensure an effective, high quality and financially efficient service. An ANUM will lead and support nursing staff and provide expert clinical oversight, while working collaboratively and cooperatively with medical staff to ensure patient management and patient flow is optimised.

Position Details	
Position Title:	Associate Nurse Unit Manager (ANUM)
Department	HDU
Reports to:	Medical NUM
Positions Reporting to this role:	RNs in HDU
FTE:	0.6
Budget:	
Enterprise Agreement:	Nurses and Midwives EA 2024-2028
Position Classification:	YW11
Position Description last reviewed:	2024

## Key Accountabilities

### Leadership

- Deputize for the CNC & NUM when required
- Coordinate and supervise staff allocation within the HDU each shift setting priorities based on workload, clinical expertise and skill
- Take own patient allocation as per the ratios set by the Safe Patient Care Act in relation to ERH
- Communicate regularly and effectively with all members of the health care team to ensure the safe and prompt admission/discharge of patients in and out of HDU.
- Take direct admissions under admission & discharge policy of the HDU from Bed manger and After-Hours Managers (AHM), and ensure this information is also actively communicated with the Medical ward ANUM.
- Communicate effectively with all members of the health care team to ensure they are kept informed of any changes within the shift.
- Actively contribute to ward meetings, working parties and where appropriate ERH committees and meetings relating to standards you are involved in.
- Manage a clinical and/or management portfolio as delegated by the CNC
- Promote ERH as a learning environment and encourage discussion about new and emerging research and technologies.
- Champion change where appropriate
- Act as a role model, reflecting at all times the values of the organization

### Clinical Practice

- Ensure clinical practice carried out in the department is evidence based, appropriate and in line with ERH policy and procedure
- Address promptly any practice that is not consistent with policy and in collaboration with the NUM.

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- Coordinate and liaise with all members of the multi-disciplinary team regarding patient management ensuring discharge/transfer processes are a key component.
- Ensure own professional development and learning is continuous and that all annual competence-based training is completed each year.

#### **Human Resource Management**

- In liaison with the NUM actively participate in recruitment and retention strategies
- Develop a basic understanding of relevant industrial awards and conditions
- Ensure rosters are balanced in terms of skill mix and reflect the agreed roster profile.
- Actively model and support a friendly, respectful and supportive working environment.
- Respond promptly to any conflict within the team adopting a consultative, problem solving approach.

#### **Quality and Ongoing Improvement**

- Actively commit to quality improvement practices and the development of the annual quality improvement plan.
- Participate in clinical evaluation
- Develop an understanding of the NSQHS accreditation framework
- Actively participate in the generation and review of clinical policies and procedures relevant to the unit.

#### **Selection Criteria**

##### **Essential:**

##### Qualifications:

- Extensive experience (minimum 5 years) in critical care nursing.
- Post Graduate Qualification in Critical Care/Emergency Care
- Current AHPRA Registration

Demonstrated leadership qualities and the ability to lead and manage a team

Sound clinical knowledge and expertise in nursing practice relevant to HDU

Ability to support other staff in developing professionally

Demonstrated effective time management and prioritisation skills

Ability to liaise effectively with other health professionals and work within a multidisciplinary framework.

Demonstrated knowledge and experience in quality improvement processes and activities.

Demonstrated commitment to ongoing professional development

Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.

##### **Desirable:**

Previous experience within a management level role.





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## Organisational Responsibilities

Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

## CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
<b>Collaboration</b> 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

## Key Relationships

Internal	External
Medical ward NUM, HDU CNC, Surgical NUM, Medical ward ANUM, CNE, CSN, CNC ED, all nursing staff, HMO's, Bed Manager, EDON, ADON, DMS, VMO's, ED Consultants, Surgeon, Visiting Consultant Anaesthetist / Physician / Cardiologists / Paediatrician, Medical Registrar.	Peak Bodies, AHPRA, NMBA, Bendigo Health ICU, Bendigo Health Mental Health, AV/ARV, Deakin, Melbourne University, Monash & other universities





## Leadership Capabilities

The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.

Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
	Inspires direction &		•		

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<b>Collaboration</b> 	purpose				
	Turns challenges into opportunities		•		
	Communicates effectively			•	
	Builds relationships			•	
<b>Accountability</b> 	Works collaboratively			•	
	Acts with integrity			•	
	Demonstrates accountability			•	
	Drives accountability		•		
	Manages self			•	
<b>Respect</b> 	Promotes innovation			•	
	Accessible communicator			•	
	Values difference		•		
	Consistently articulates direction		•		
	Empowers others		•		
<b>Excellence</b> 	Respectfully influences			•	
	Delivers results				
	Plans and prioritises			•	
	Thinks and solves problems			•	
	Consumer focus			•	
	Innovation change leader			•	

## TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File