

## POSITION DESCRIPTION

Associate Nurse Unit Manager

*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	Emergency Department
Reports to:	Nurse Unit Manager
Positions Reporting to this role:	Nursing Staff within the Emergency Department
FTE:	0
Budget:	-
Enterprise Agreement:	Nurses and Midwives 2024 - 2028
Position Classification:	YW11 – YW12
Position Description last reviewed:	July 2024

Key Accountabilities
Coordinate and supervise staff activities each shift setting priorities based on workload, clinical expertise and skill
Communicate effectively with all members of the health care team to ensure they are kept informed of any changes within the shift
Manage a clinical and/or management portfolio as delegated by the NUM
Deputise for the NUM when required
Act as a role model, reflecting at all times the values of the organization
To coordinate required resources each shift including staff allocation and work flow with the aim of achieving the best possible outcomes for patients
Coordinate and liaise with all members of the multi-disciplinary team regarding patient management ensuring discharge/transfer processes are a key component
Actively contribute to ward meetings, working parties and where appropriate ERH committees and meetings
Ensure clinical practice carried out in the department is contemporary and evidence based, in line with relevant legislations, professional standards and ERH policy and procedure
Actively engage in any relevant quality improvement practices and the development of the annual Operational Plan

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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:

#### Collaboration



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

#### Accountability



Monitors the impact of one's own behaviour on others  
Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them

#### Respect



Treats people fairly and openly  
Treats people with dignity  
Demonstrates personal standards of consistency, tolerance and patience

#### Excellence



Consistently supports and follows organisational policies and procedures  
Actively participates in identifying opportunities to improve what we do

### Key Relationships

Internal	External
NUM	Department of Health
Nursing Staff	Professional Peak Bodies
HMO's	AHPRA
Bed Manager	NMBA
DON	





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## 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.

✓ **PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL**

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

## Selection Criteria

### Essential:

Qualifications:

- Current AHPRA Registration
- Completion or working towards post graduate qualification in a related field or equivalent.

Extensive experience (minimum 5 years) in clinical nursing

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

Sound clinical knowledge and expertise in nursing practice relevant to the ward/ unit area

Ability to support other staff in developing professionally

Demonstrated effective time management and prioritisation skills

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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
<b>Desirable:</b>
Experience in a similar role

### 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