



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Associate Nurse Unit Manager
<b>DEPARTMENT</b>	Yalukang Aged Care
<b>REPORTS TO</b>	Residential Care Manager
<b>DIRECT REPORTS</b>	Registered Nurses, Enrolled Nurses and Health Care Workers
<b>AWARD</b>	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024 – 2028
<b>CLASSIFICATION</b>	ANUM Yr1 – Yr2
<b>DATE OF CREATION/AMENDMENT</b>	November 2024
<b>CREATED/AMENDED BY</b>	Residential Care Manager

### *“Caring for Our Community”*

#### **POSITION OBJECTIVES**

The ANUM leads Enrolled Nurses and Health Care Workers across Aged Care in providing person-centred care to residents. This position is pivotal in ensuring an appropriate level of care is provided by staff, under their direction. This role works in collaboration with the Aged Care Manager.

#### **RESPONSIBILITIES & PERFORMANCE INDICATORS**

##### **Leading/coordinating the provision person centred care;**

- Ensure comprehensive assessment of clients are undertaken on admission, at times of clinical change and where required, at the beginning of each shift.
- Ensure all residents clinical needs are monitored as required through the review of clinical documentation on each shift, three monthly ROTD reviews, monitoring of incident records, weekly wound reviews, NAPs and infection monitoring and clinical bedside handover
- Ensure care planning for clients is based around the client’s needs, goals, wishes and values and encompasses the physical, psychosocial, cultural and spiritual dimensions. Ensuring residents and their identified key carers are active participants in the care planning process- partnering in care.
- Provide direction and guidance to staff to ensure
  - a comprehensive level of care is delivered to clients in line with the care plan
  - monitoring, evaluation and review of care goals with the client is occurring
  - appropriate and defensible documentation is being undertaken for the clients
  - relevant clinical information is communicated in a timely and confidential fashion
  - ensure referrals to external and internal key resources are timely and appropriate to reduce delays in care support
  - adequate staffing coverage – by managing rosters and workforce requirements associated with emergent leave
- Ensure that comprehensive management of clinical deterioration and transfer planning occurs in a timely and effective fashion utilising the Clinical Deterioration in Aged Care, My Emergency Dr and End of Life management policies.
- Undertake Mortality Reviews and Clinical Reviews for all events resulting in an unplanned transfer to a higher level of care, which are then reported to Clinical Review Panel
- Teach, coach, mentor staff and students in the delivery of person centred care as well as actively manage performance and/or behavioural issues of staff
- Ensure restrictive practices and behavioural support plans are available for all residents, to support staff to care for residents in the least restrictive manner
- Completion of Serious Incident Reporting requirements, inclusive of investigations, and all other Commonwealth reporting requirements as designated by Aged Care Manager
- Keep up to date, follow and participate in review of organisational policy, procedures and guidelines

**Critical thinking and analysis;**

- Lead, promote and participate in research, evaluations and quality activities
- Facilitate and role model reflective practice in the workgroup
- Support team in "Speaking up for Safety" program

**Collaborative and therapeutic practice;**

- Provide leadership, promote and role model positive and productive therapeutic partnerships and evidence-based practice to staff
- Ensure clients and their families have the information they need and capacity to understand information and care options available
- Pre-empt and proactively ensure that care is provided in a safe environment by assessing risk, planning interventions and promptly managing risk/problems

**Professional practice;**

- Oversee staff, ensuring they work within a legal and ethical framework
- Take responsibility to ensure an advanced level practice knowledge
- Work within own scope of practice and ensure others work within their scope of practice
- Undertake and be responsible for a portfolio

**QUALIFICATIONS / POSITION REQUIREMENTS****Essential:**

- Bachelor of Nursing or equivalent.
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current Drivers Licence
- Current National Police Record Check AND Working With Children Check
- Current Influenza Vaccination (FluVax)

**Desirable:**

- Post graduate qualification in Gerontology and a management qualification

**KEY SELECTION CRITERIA**

- At least 5 years experience as a Registered Nurse, preferably in Residential Aged Care at a leadership level
- Advanced assessment, care planning, care delivery and evaluation skills
- Understanding of the concept of person centred care and advance care planning
- Advanced level of communication skills
- Ability to teach, coach and mentor staff and students
- Commitment to collaborative practice and productive working relationships
- Ability to reflect on own practice
- Evidence of ongoing Clinical Practice Development
- Post graduate qualification in Gerontology and Frontline Management or a willingness to work towards these qualifications

**OCCUPATIONAL HEALTH SAFETY & WELLBEING**

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

## **HEALTH SERVICE POLICIES AND PROCEDURES**

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

## **"THIS IS ME"**

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montosorri actions. 'This is Me' is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

## **RISK MANAGEMENT**

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

## **PERFORMANCE REVIEW AND DEVELOPMENT**

It is a condition of employment that employees participate in the Performance Review and Development program.

## **QUALITY IMPROVEMENT**

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

## **EMPLOYMENT PRINCIPLES**

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

**VALUES & BEHAVIOURS**

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

- R Reliability** Being trustworthy and performing consistently well
- E Engagement** Working collaboratively with people to address issues and create opportunities to bring about positive change
- D Diversity** Understanding that each individual is unique and respecting our individual differences
- H Hospitality** Receiving and treating all people in a warm, friendly, generous way
- S Sustainability** Meeting our current needs without compromising the ability of future generations to meet their needs

**ADDITIONAL REQUIREMENTS**

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee’s manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

**ACCEPTANCE OF THE POSITION**

I understand, agree to and accept the role as outlined in accordance with this position description.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_