



Associate Nurse Unit Manager/s

Part time / Fulltime (negotiable)

Ongoing

March 2019

1. Information for Applicants
2. Position Description
3. Employment Application Form
4. Pre-Existing Injury Declaration
5. Organisational Structure
6. Geographical Location



INFORMATION FOR APPLICANTS

Associate Nurse Unit Manager

1. Please provide a current **Resume** and prepare a **Cover Letter**. Applicants are also required to address each of the descriptors under the “**Required Education, Training, Knowledge and Experience**” section of the Position Description provided. Examples and descriptions of how you are able to meet these requirements must be provided.
2. Please complete the **Employment Application Form & Pre-Existing Injury Declaration** and forward with your application.
3. Offers of employment will be conditional on relevant organisational pre-employment screening approvals including a **Nationally Co-ordinated Criminal History Report** and current **Victorian Employee Working with Children Check (where applicable)**.
4. All prospective employees are required to complete a **Staff Immunisation Pre-employment Questionnaire** and provide documented evidence where requested and must be willing to participate in Otway Health’s annual immunisation program as per Otway Health’s Workplace Immunisation Policy.
5. Your salary and allowances will be paid in accordance with the *Nurses and Midwives (Victorian Public Health Sector (Single Interest Employers) Enterprise Agreement 2016 - 2020*.
6. Position is ongoing. Hours of work are up to 1.0 FTE (fulltime) / fortnight (negotiable).
7. Otway Health will pay superannuation in accordance with the *Superannuation Guarantee (Administration) Act 1992* to a nominated Superannuation fund.
8. Otway Health provides equal opportunity and fair and equitable treatment in employment to all people without regard to race (including ethnic origin and nationality), colour, religion, gender, age, disability, political affiliation, marital status, actual or assumed physical, intellectual or psychological impairment, family or carer’s responsibilities, sex (including pregnancy and marital responsibilities) sexual orientation.
9. Attach copies of relevant qualifications and Registration Certificates (if applicable) to your application.
10. The names of two professional referees are required including, if possible, your supervisor if you are currently working or a previous supervisor if you are not currently working.
11. For further information please contact Acting Director Clinical Services, Andrea Russell arussell.lorne@swarh.vic.gov.au or mobile: 0428 437 740.
12. **Applications close 9.00am Friday 12th April 2019.**
13. Address applications to
Georgina Harrison
Human Resources Co-ordinator
Otway Health
PO Box 84
Apollo Bay VIC 3233
glharrison@swarh.vic.gov.au



Otway Health will be an innovative, responsive and highly professional organisation that adapts to the diverse changing health needs of the community.

Position Description

Associate Nurse Unit Manager

JOB TITLE

Position	Associate Nurse Unit Manager
Classification	Grade 3
Award	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016 – 2020
Performance Appraisal	Initial review at three (3) months, then annually with Clinical Nurse Manager between April and June each calendar year

OTWAY HEALTH

Otway Health is a Multi-Purpose Service (MPS) located at Apollo Bay on the Great Ocean Road in South West Victoria. The MPS is a joint Commonwealth and State Government initiative for isolated areas. This model concept draws together appropriate health and community services within the one organisation. The aim of Otway Health is to provide an integrated health service consisting of community and allied services, primary care, in-home support services, adult education, neighbourhood house, flexible aged care residential places, a small acute unit and an Urgent Care Unit for emergencies.

MISSION

To enable people in our region to optimise their wellbeing through providing access to health and community services.

VALUES and BEHAVIOURS

- ❖ **Professional:** We deliver excellent, confidential, reliable and safe services to the community with integrity.
- ❖ **Compassionate:** We deliver person centred care and are welcoming and equitable to all people engaging with the service.
- ❖ **Responsive:** We are dynamic, innovative and adaptable in responding to changing health and social environments.
- ❖ **Accountable:** Our actions are trustworthy, principled and transparent.
- ❖ **Respectful:** We are consultative; providing a non-judgemental, accepting environment where needs are acknowledged and considered.

POSITION BACKGROUND

The Associate Nurse Unit Manager will:

- Act as Nurse Unit Manager in absence of Clinical Nurse Manager.
- Provide clinical care to acute inpatients and Urgent Care Unit.
- To lead the team of clinical nurses and carers with assessments and care of all Aged Care residents.
- To triage and thoroughly assess clients presenting at the Urgent Care Unit and assist the Medical Officer/Nurse Practitioner on call if needed.
- Accepts professional accountability and responsibility for all clinical care incidents within residential Aged Care, Acute and the Urgent Care Unit.

KEY RESPONSIBILITIES

RESPONSIBILITY AREA 1: **Organisational Responsibilities**

ROLE SPECIFIC TASKS	MEASURES
Organisation Culture	<ul style="list-style-type: none"> To understand and adopt OH values in all areas of responsibility with attention to consumer focus, teamwork and community orientation.
Occupational Health and Safety	<ul style="list-style-type: none"> Proactively take responsibility for your own health and safety and for the health and safety of anyone else who may be affected by our acts or omissions in the workplace. Understand and proactively work within Occupational Health and Safety Acts, regulations and codes of practice.
Risk Management	<ul style="list-style-type: none"> Ensure effective and timely risk identification, assessment, control and issue resolution processes are maintained.
Management and Control	<ul style="list-style-type: none"> Ensure all activities are within the approved policies, legal and ethical framework of the organisation. Understand and take responsibility to work within the delegations of authority.
Quality Management	<ul style="list-style-type: none"> Ensure all services are provided within a quality and risk management framework, with demonstrated outcomes. Understand the quality standards and accreditation requirements relevant to the role and ensure systems and processes are consistent.
Professional Development	<ul style="list-style-type: none"> Ensure skills are up to date and in accordance with best practice guidelines. Keep up to date with changes in Policies and Procedures. Ensure all mandatory LMS training is undertaken within all required timeframes.
Child Safe	<ul style="list-style-type: none"> Demonstrate an understanding of Child Safe Standards and appropriate behaviours and actions according to the do's and don'ts of the Otway Health Child Safe – Code of Conduct.
National Police Check	<ul style="list-style-type: none"> A current National Police Check is required for Otway Health Employees.

RESPONSIBILITY AREA 2: **Clinical Practice / Professional Practice**

Otway Health strives to deliver the highest level of care possible. To enable this to occur, all personnel need to develop and maintain appropriate professional behaviours in all areas of practice. This covers both clinical and non-clinical workplaces, and is the physical manifestation of the Otway Health values.

Clinical –

ROLE SPECIFIC TASKS	MEASURES
<ul style="list-style-type: none"> Ensures the provision of safe, quality and client centred care which meets legislative, professional and ethical standards. 	
<ul style="list-style-type: none"> Maintains awareness of, and compliance with, QICSA, National Standards and Aged Care Accreditation Standards. 	<ul style="list-style-type: none"> Leads a team with portfolio of accreditation standard.
<ul style="list-style-type: none"> Demonstrates clinical competence including the 	<ul style="list-style-type: none"> Ability to provide evidence of practical and

following mandatory competencies: <ul style="list-style-type: none"> • IV Cannulation • Medication Management • Basic Life Support • Advanced Life Support • Electrocardiograph recording and interpretation • Subcutaneous Infusion Management 	competency.
<ul style="list-style-type: none"> ▪ Demonstrates competence in use of equipment provided for client care. 	<ul style="list-style-type: none"> ▪ As above.
<ul style="list-style-type: none"> ▪ Responsible for the documented assessment and triage of clients presenting to the Urgent Care Unit. 	<ul style="list-style-type: none"> ▪ TRAK and documentation audits.
<ul style="list-style-type: none"> ▪ Responsible for Medication Management. 	
<ul style="list-style-type: none"> ▪ Facilitates internal and external referrals as appropriate. 	<ul style="list-style-type: none"> ▪ Aware of community services.
<ul style="list-style-type: none"> ▪ Responsible for the organisation and co-ordination of emergency and non-emergency transfers as required by the Medical Officer. 	
<ul style="list-style-type: none"> ▪ Responsible for referring all admission/bed management issues to Clinical Nurse Manager/After Hours Co-ordinator for decision making. 	
<ul style="list-style-type: none"> ▪ Understands and applies the theories of customer service when managing complaints from clients, community or staff. 	<ul style="list-style-type: none"> ▪ Provides support, encouragement and advice as required to clients and their families and escalates complaints when necessary.
<ul style="list-style-type: none"> ▪ Monitors medical and pharmacy supplies to ensure adequate stock is available. 	

Professional –

ROLE SPECIFIC TASKS	MEASURES
<ul style="list-style-type: none"> ▪ Acts as a professional role model, mentors and leads the team of Nurses and Personal Care Assistants. 	
<ul style="list-style-type: none"> ▪ Seeks self-education opportunities through attendance at study days and Otway Health Clinical Care education program. 	
<ul style="list-style-type: none"> ▪ Participates in education of other clinical staff in area of skills or interest. ▪ Participates in the supervision and education of Clinical Care students and work experience students. 	
<ul style="list-style-type: none"> ▪ Participates in the organisation's performance appraisal process. 	<ul style="list-style-type: none"> ▪ Annual Performance Appraisal to be completed on time.
<ul style="list-style-type: none"> ▪ Participates in relevant committees, initiates Quality Improvements and completes quality projects as agreed with Clinical NUM. 	<ul style="list-style-type: none"> ▪ Leads your portfolio team in obtaining and maintaining accreditation standards. ▪ Participation in all clinical meetings.
<ul style="list-style-type: none"> ▪ Prepares and submits quality audits, and reports as required. 	<ul style="list-style-type: none"> ▪ Audits identify 100% appropriate documentation complete. ▪ Participation in all directed Quality Improvement activities/projects.

RESPONSIBILITY AREA 3: Information Management (inc Communication & Documentation)

Otway Health understands the need for effective communication and rigorous documentation in the delivery of health care. How we manage information within the organisation is crucial for our customers trust, our reputation in the wider community and how they perceive Otway Health.

ROLE SPECIFIC TASKS	MEASURES
<ul style="list-style-type: none"> ▪ Responsible for completion of Admission and 	

<p>Discharge Documentation.</p> <ul style="list-style-type: none"> Responsible for accurate documentation of client care provided. 	
<ul style="list-style-type: none"> Responsible for completing documentation and managing equipment hire according to Equipment Hire Procedure. 	
<ul style="list-style-type: none"> Actively participate in the inter-disciplinary team approach through reporting at meetings, goal setting and other duties. 	<ul style="list-style-type: none"> Attendance at and participation in relevant team meetings. Evidence of working collaboratively as a part of the multi-disciplinary team.
<ul style="list-style-type: none"> Manage communication in a timely fashion, using appropriate electronic or other communication tools. 	<ul style="list-style-type: none"> Demonstrated use of relevant IT in facilitating communication.
<ul style="list-style-type: none"> Use available IT systems to ensure effective and efficient documentation and recording. 	<ul style="list-style-type: none"> PDR feedback regarding communication style.
<ul style="list-style-type: none"> Ensures all reporting requirements are met. 	
<ul style="list-style-type: none"> Complete all documentation in accordance with Otway Health guidelines. 	<ul style="list-style-type: none"> Relevant documentation reporting is completed accurately and in a timely manner.
<ul style="list-style-type: none"> Adhere to Otway Health policy regarding privacy and confidentiality. 	

SCOPE OF PRACTICE

The Associate Nurse Unit Manager will be limited to:

- The national *Registered nurse standards for practice* for all Registered Nurses regulated by the Nursing and Midwifery Board of Australia (NMBA).

ORGANISATION CHART

Reports to: Clinical Nurse Manager

Supervises: Enrolled Nurses
Personal Care Attendants

External Liaisons: Represents Otway Health to the community as required. Establishes and maintains relevant Networks and links with appropriate agencies.

Internal Liaisons: All Otway Health staff

REQUIRED EDUCATION, TRAINING, KNOWLEDGE AND EXPERIENCE

- Essential Education:
 - Registered Nurse, Division 1 [General] and Registered by the Nurses Board of Victoria.
- Essential Requirements :
 - Experience in senior clinical nursing role.
 - Knowledge of National Standards and Aged Care Standards.
 - Strong leadership skills.
 - A sound knowledge of effective discharge planning and implementation.
 - Excellent problem solving skills that can be demonstrated.
 - Commitment to quality, best practice and environmental safety.
 - Knowledge of legal and ethical requirements of a Health Service.
 - Ability to communicate effectively in both written and verbal form.
 - Advanced interpersonal skills.

- Ability to support the Medical Officer/Nurse Practitioner and staff appropriately.
- Ability to work as a team
- Willingness to undertake post graduate qualification and additional relevant education.

3. Desirable Skills : N/A

PERFORMANCE STANDARDS

Evidence of completion of competencies relating to your current role.

AGREEMENT

Pre-Existing Injury

Prior to any person being appointed to this position, it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

Position Description Approved _____ Date _____
 Manager/Director Signature

 Position

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position.

 Employee Signature Date _____

 Employee Name (please print)



Employment Application Form

APPLICANT SECTION

Position applied for: _____

Personal details

Given name: _____

Family name: _____

Preferred name: _____

Address: _____

Telephone

Daytime: _____

Mobile: _____

Email: _____

Current qualifications

Qualification title	Institution/training provider	Year completed

Are you currently undertaking study/training?
(tick one)

Yes

No

If yes, course/program name: _____

(tick one)

Full time

Part time

Distance

Other

Previous Employment (most recent first)

Employer name/ establishment	Dates from/to	Position held

Reference Checks

Please provide details of three people who can speak on your behalf regarding your work history. *(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)*

Name	Contact No.	Position held/working relationship (eg supervisor)	Office use check initial/date

When will you be available for work?

Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that a Nationally Co-ordinated Criminal History Check and Working with Children Check (where applicable) will be required.

Signed: _____

Date: _____



Pre-existing Injury / Disease Declaration

Otway Health is committed to protecting the health, safety and well-being of all employees. To achieve this, the Service strives to ensure that employees are not required or permitted to undertake work for which they are not suited and to take appropriate measures to allow work to be done in a manner which will not put any person at risk to their occupational health and safety.

To assist Otway Health in achieving this objective, the following information on key activities is provided about the job for which you have applied. On the second page of this document information is requested from you as to any pre-existing injury, illness, disease or condition, which may be affected by the nature of the key activities.

This job involves the following key activities: Nursing

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work office hours with the possibility of extended hours and 'on call' duties.	Occasionally
	Work in open plan office / area.	Daily
	Sit at computer or in meetings for extended periods	Daily
	Work in a team environment and at time independently.	Daily
	Work in locations separated from management.	Occasionally
	Be exposed to all outdoor weather conditions.	Rarely
Manual Handling	Undertake manual handling (eg. lifting, pulling, pushing, moving, transferring, twisting, supporting) of equipment.	Daily
People Contact	Interact with clients who may have an intellectual, physical, sensory disability.	Daily
	Interact with clients/members of the public who could display verbal or physically challenging behaviour and/or the full range of emotional expressions.	Daily
	Undertake supervisory activities.	Daily
Administrative Tasks	Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, video, electronic whiteboards, drill presses and quillotines.	Daily
Transport	Drive vehicles	Occasionally

In applying for this job you are required to disclose any (all) pre-existing injuries or diseases suffered by you which you reasonably believe could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by you undertaking this job, the details of which are set out above.

Where you have a pre-existing injury and or disease, consideration will be given to reasonable modifications to the environment or tasks.

If you fail to disclose this information or if you provide false or misleading information you and your dependents may not be entitled to Work Cover benefits in the event of any recurrence aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease, arising out of, or in the course of, or due to the nature of this employment with Otway Health.



Pre-existing Injury / Disease Declaration

Employee Declaration

The following declaration is made for the purposes of sections 41 (1)-(2) of The Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act).

I,..... (Name of applicant) declare that:

1. I have read and understood this form, including the information above.
2. I acknowledge that I am required to disclose all pre-existing injuries or diseases which I believe may be affected by my undertaking the job of.....(job title)

AND (*Strike out whichever is not applicable*)

a) I do not believe that any injury or disease that I have is likely to recur or deteriorate, accelerate or be exacerbated or aggravated by the key activities required to be undertaken which impact on health and safety, as listed above:

OR

b) I have suffered the following injuries and/or diseases that may recur or deteriorate, accelerate or be exacerbated or aggravated by the duties described above.
(*List injuries and/or diseases*)

.....
.....
.....
.....

I acknowledge that any non-disclosure or false or misleading information on my part may result in section 41 (2) of the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act) being applied. This would disentitle me or my dependents from receiving benefits relating to any recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease which I may have.

To the best of my knowledge the information provided in this Declaration is true and correct.

DATED: _____ / _____ / 20_____

.....

Print Name of Applicant

.....

Print Name of Witness

.....

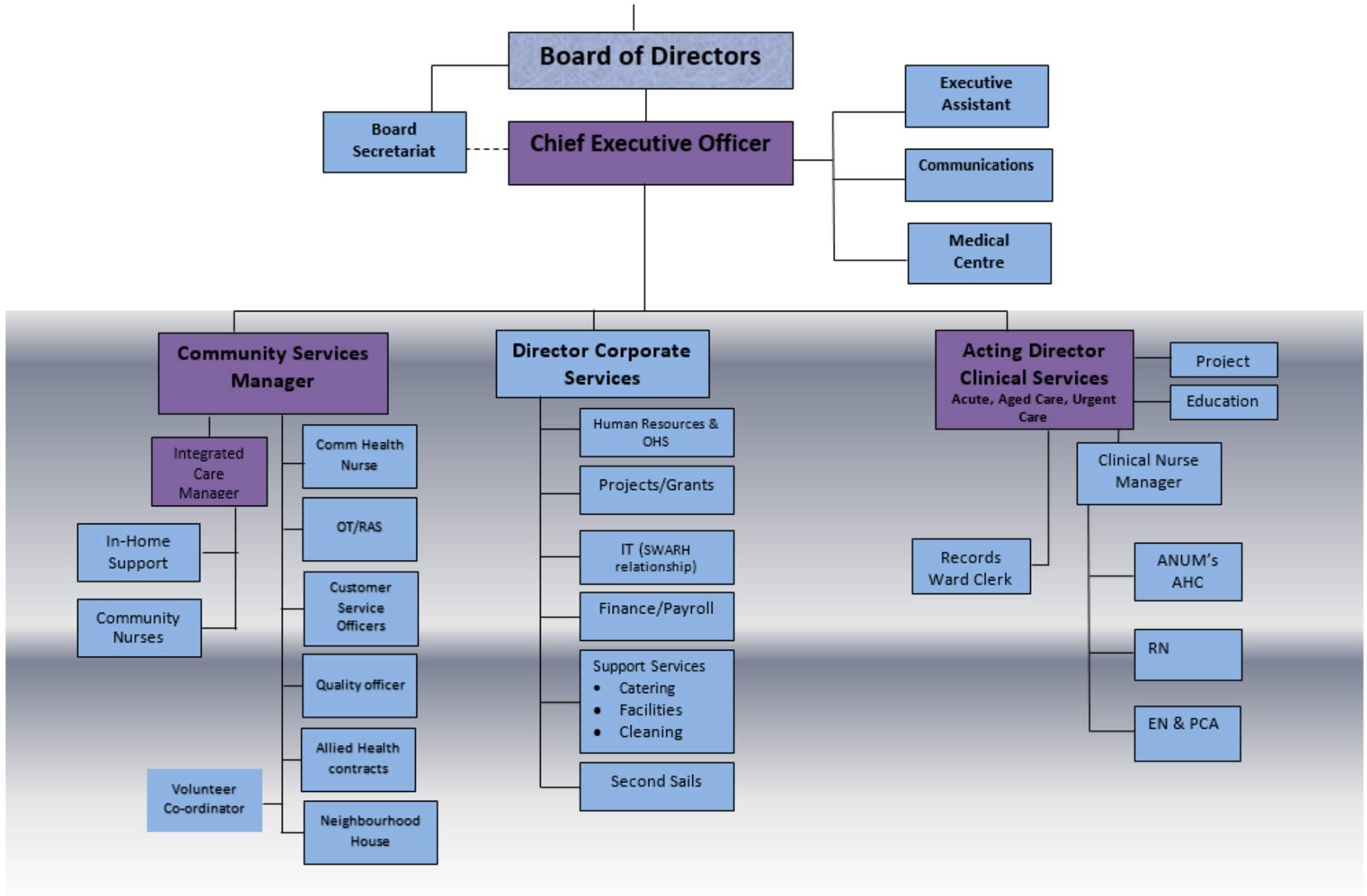
Signature of Applicant

.....

Signature of Witness



OTWAY HEALTH ORGANISATIONAL STRUCTURE



Tabled
May 2018





Geographical Location

Located along the Great Ocean Road

186 km (2 hrs 32 mins) from Melbourne

