

Employment

## Position Description

<b>Position:</b>	Associate Nurse Unit Manager
<b>Award:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
<b>Classification:</b>	Associate Nurse Unit Manager
<b>Status:</b>	As per Contract of Employment
<b>Qualifications:</b>	Current registration with the Australian Health Practitioner Regulation Agency (APHRA) as a Registered Nurse Post graduate qualifications in Gerontology and/or Management, or working towards

### Position Objective(s)

The Associate Nurse Unit Manager is a member of the senior nursing team who assists the Manager to operationalise the core values of the organisation. He/she supports excellence in health practice, manages staff, facilitates education to advance professional practice and promotes the development of staff. The role is also to ensure the philosophy of Lyndoch Living is consistently reflected in the care of the consumer.

### Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

### The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified.

#### **One Team**

We value and recognise individuality as a vital part of developing a unified voice.

#### **Pride**

We support pride and passion in our work and in doing so, we attract others who share our values.

#### **Welcoming Workplace**

We encourage warm, friendly and respectful interactions across all aspects of our service.

#### **Yes Culture**

We always start with 'yes' in every deliberation.

## **Customer Service**

We ensure that customers feel engaged and valued in every interaction.

## **Innovation**

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

## **Fun and Enjoyment**

We recognise that fun and enjoyment are critical to success.

## **Social Purpose**

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

## **Safety**

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

## Key Responsibilities and Duties

### **1. Leadership & Management**

- Act as a role model for staff, setting and clearly communicating clinical and behavioural expectations;
- Allocates nursing staff based on skill and knowledge, consumer dependency and scope of practice;
- Promote effective teamwork on the unit;
- Ensures efficient and effective utilisation of resources on the unit;
- Assists the Manager with recruitment of staff, interviews applicants for nursing positions;
- Actively participates on committees, working parties, and clinical care;
- Consults with the Manager or After Hours Supervisor with regard to human resource management and complex consumer care issues;
- Conducts Annual Performance Reviews of staff as allocated;
- Develops, coordinates and implements projects as delegated by the Manager;
- Active Involvement in a Clinical Team as directed by the Manager;
- Identifies appropriate staffing profiles and communicates any specific requirements to the Manager;
- Fulfills the Manager role in their absence.

### **2. Communication**

- Builds relationships with all staff, peers and colleagues to facilitate planning and development of programs aimed at meeting and/or improving consumer care outcomes;
- Communicates accepted standards to all members of the broader care team, students and visitors to facilitate participation and achievement of quality consumer outcomes;
- Ensures consumer care needs and outcomes are communicated appropriately and in a timely manner to relevant nursing staff and members of the broader care team.

### **3. Quality & Risk Management**

- Identifies through observation, audits, incidents and staff feedback areas that require improvement and discusses this with the Manager;
- Assists with the evaluation of outcomes of implemented quality initiatives;

- Participates in service and/or unit quality improvement activities;
- Assists with the identification of standards and indicators, which reflect relevant consumer care goal.

#### **4. Professional & Ethical Practice**

- Maintains consumer confidentiality at all times
- Recognises own ability and level of professional competence;
- Ensures practice is in accordance with legislation and common law affecting nursing practice
- Demonstrates a positive attitude to the agreed role and responsibility of the position;
- Demonstrates ability to understand and integrate those behaviours which reflect the mission and values of the organisation;
- Displays commitment to supporting a discrimination and harassment free work environment.

#### **5. Occupational Health & Safety**

- Is actively involved in matters relating to OH&S and ensures safety standards within the work environment are met;
- Participates in relevant safety training;
- Seeks clarification on safety matters where uncertain;
- Is familiar with emergency procedures and understands individual roles in the event of emergency.

#### **6. Consumer Care**

- Ensures delivery of quality care based on assessment and planning of individual's needs.
- Ensures maintenance of accurate and comprehensive documentation related to consumer care.
- Ensures consumer assessments and care plans reflect current consumer status and are completed including the consumer or representative and members of the residence team.
- Assist the Manager in the coordination of admissions, transfers and discharges.
- Refers to appropriate health professional when specific complex consumer care needs are identified.
- Promotes a spirit of inquiry regarding existing practice and the development and testing of best practice methods;
- Ensures application of all relevant policies, procedures and guidelines.

#### **7. Infection Control**

- Adheres to infection control policies and procedures

#### **8. Professional Development**

- Maintains and updates own professional development to ensure safe and contemporary practice;
- Assists with orientation and ongoing education that supports the professional development of nurses on the unit.

## Organisational Relationships

**Reports to:** Unit Manager

**Direct reports:** All care staff as the representative of the Manager

**Internal Contacts:** All Lyndoch staff, consumers, clients, families

**External Contacts:** Members of the Public, Contractors, Suppliers

## Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Post graduate qualifications in Aged Care or management would be highly regarded
- Extensive knowledge of contemporary Aged Care Practice.
- Thorough knowledge of the Aged Care Standards and the Aged Care funding Instrument (ACFI).
- Ability to make significant contributions to the healthcare team.

## Management Skills

The following management skills are required to be utilized:

- Ability to prioritise and complete tasks to an agreed time frame.
- Demonstrated ability to work independently and as part of a team
- Ability to manage complex health situations, problem solve and provide effective feedback to staff.
- Ability to manage and supervise staff appropriately to ensure best consumer outcomes

## Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Ability to communicate effectively both written and verbal.
- Ability to motivate individuals and groups to achieve common goals.
- Ability to maintain professional standards and evaluate professional practice.
- Ability to adapt to change and assist to implement new processes and systems as required.

## General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures.
- Commitment to ensuring standards of excellence are established and maintained by actively supporting and implement practice in keeping with that Aged Care Standards and Australian Aged Care Quality Agency framework
- Participate in relevant training to ensure continued professional development for the betterment of the organisation and own professional practice.
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities.

## Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

## Appendix 1

### General Conditions of Employment

#### **Terms and Conditions of Employment**

The conditions of employment are in accordance with the relevant Award and Agreement to which you are employed under. Copies of Awards and Agreements are available from the Human Resources Department.

#### **Performance Review**

In order to assist your development in your role, your manager and you will annual review your personal effectiveness in your role.

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities.

#### **Probationary Period**

This position is subject to a six (6) month probationary period during which time mutual suitability will be determined. During the probationary period either party may terminate the employment by giving two weeks' notice in writing.

At the expiration of the probationary period, should the appointment be confirmed, the terms of the Position Description and these Conditions of Employment will continue to apply to your employment.

#### **Termination**

Employment may be terminated in accordance with the provisions of the relevant Agreement.

#### **Policy and Procedures of the Employer**

The Employer directs you to abide by the policies and procedures of the Employer as varied from time to time.

#### **Apparel and Equipment**

You are required to use/wear safety equipment and apparel provided to you by the Employer and to abide by all the Employer's safety rules and regulations.

#### **Notification of Prior Injury**

Under the Accident Compensation Act 1985, the Employer requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment. Failure to do so may render you ineligible for Workers' Compensation in some circumstances. You are required to complete and return the Pre-injury Declaration Form as attached.

## Appendix 2

# Pre-existing Injury Declaration Form

### **Please complete and return with your Application for Employment**

In accordance with s.82(7)-(9) of the *Accident Compensation Act 1985* (Vic) ("the Act"), you are required to disclose any or all pre-existing injuries, illness or disease (pre-existing conditions) suffered by you which could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by your performing the responsibilities associated with the employment for which you are applying with Lyndoch Living ("the employment")

In making this disclosure, please refer to attached position description, which includes a list of responsibilities and physical demands associated with the employment.

Where you have a pre-existing condition, consideration will be given to reasonable modification to the environment or tasks if at all possible or practicable.

Please note that, if you fail to disclose this information or you provide false and misleading information in relation to this issue under s.82(8) and s.82(9) of the Act you and your dependents may not be entitled to any form of workers compensation as a result of the recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition arising out of, in the course of, or due to the nature of your employment.

Please note that the giving of false information in relation to your application for employment with Lyndoch Living may constitute grounds for disciplinary action including termination of your contract.

### Employee Declaration

I \_\_\_\_\_ (print name) declare that:

I have read and understood this form, position description and have discussed the employment with Lyndoch Living. I understand the responsibilities and physical demands of the employment.

I acknowledge that I am required to disclose all pre-existing conditions which I believe may be affected by me undertaking the employment.

I acknowledge that failure to disclose the information or providing false and misleading information may result in invoking section 82(7)-(9) of the *Accident Compensation Act 1985* (Vic) which may disentitle me or my dependents from receiving any workers compensation or any pre-existing condition which I may have arising out of, in the course of, the employment.

Please delete whichever of the following statement is **NOT** applicable

I have suffered no prior injuries that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

**OR**

I have suffered the following conditions that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

**Please list details for all pre- existing conditions**

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I acknowledge and declare that the information provided in this form is true and correct in every particular.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Print name of Applicant

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print name of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Office Use Only**

**Additional Comment/ Requisite Modifications**  
(To be completed by Senior Manager/ CEO)

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