

POSITION DESCRIPTION

Nurse Unit Manager - Oncology Unit - Goulburn

Working in Southern NSW... People Caring for People

Our staff work in collaboration with all team members to ensure the needs of our patients and families are central to the decisions of the health care we provide.

You are committing to demonstrate the CORE values and behaviours

Collaboration, Openness, Respect and Empowerment.

Organisation	NSW Health
Local Health District / Agency	Southern NSW Local Health District
Position Classification	Nurse Unit Mgr Lvl 1
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery Nurse Unit Manager
Vaccination Category	Category A
ANZSCO Code	254311 Nurse Manager
Website	www.snswhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Nurse Unit Manager coordinates and manages the ward/unit or clinical service and its resources, provides leadership and direction within a multidisciplinary health care team to achieve people focused quality care.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL CRITERIA

Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.

KEY ACCOUNTABILITIES

- Provide leadership, direction and supervision for staff that supports learning and meets Nursing and Midwifery Board of Australia professional standards of practice ensuring they understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.
- Adopt the principles of the nursing and midwifery delegation and supervision framework when supporting staff within the work place to deliver safe competent care.

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- Manage the workforce functions by creating and maintaining staffing arrangements that are in compliance with awards and are coordinated effectively to ensure safe staffing levels and skillmix are available to meet individual care needs.
- Develop and maintain lines of communication with the multidisciplinary health care teams, staff, individuals, their families and visitors to ensure that effective and collaborative communications support the delivery of coordinated person-centred quality care.
- Manage the financial and physical resources efficiently to achieve activity and financial targets.

KEY CHALLENGES

- Balancing clinical and resource decision making to ensure individualised person-centered care delivery in the face of changing priorities and community expectations.
- Matching service demands & staffing resources to ensure skilled staff are available to deliver safe care.

KEY RELATIONSHIPS

Who	Why
Manager/Supervisor	Seek advice and/or report on operational management issues to ensure management is informed. Seek professional leadership and support to ensure development of own professional skills.
Medical Staff	Seek advice and clinical leadership on complex clinical cases. Advice/consultation on medical management and follow up to ensure safe, timely clinical care is provided.
Work team (multi-disciplinary and support services)	Lead and direct clinical care and practices to meet clinical and operational needs and achieve a seamless and safe delivery of care. Provide support, guidance and direction for practice and/or professional leadership to ensure development of staff expertise and skills.
Individual/s, their families, carers and other relevant parties	Provide advice/information about management care plan communicate clearly to enable informed decision making about care.
External healthcare providers/ organisations	Collaboration about diagnostic testing or support requirements for ongoing care after discharge.

SELECTION CRITERIA

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2. Relevant tertiary qualifications in the field or equivalent work experience, or a combination of study and work experience.
3. Demonstrated effective communication through the use of information technology, written and verbal means with the ability to utilise a range of communication strategies to negotiate resolutions and manage conflict.
4. Demonstrated knowledge of professional practice with proven skills in assessing and supervising competence and performance of staff together with the skills in implementing continuous quality improvement programs, policies and procedures.
5. Proven ability to contribute to the implementation of the operational/business plans, to create a positive workplace culture and manage organisational change processes.
6. Demonstrated capacity to manage and coordinate clinical services with proven ability to allocate and monitor resources to meet service and financial performance targets.

OTHER REQUIREMENTS

Southern NSW Local Health District is committed to providing a person centred environment focusing on all aspects of safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.