

POSITION DESCRIPTION

Nurse Unit Manager - Moruya Oncology Unit

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.snswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Nurse Unit Manager coordinates the Oncology Unit and its resources. They provide clinical leadership and direction within a multidisciplinary health care team to achieve person centered quality care and improved patient experiences.

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.

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- Adopt the principles of the nursing and midwifery delegation and supervision framework when supporting staff within the work place to deliver safe competent care.
- Provide direction and coordination of staff to ensure there is safe and appropriate staffing levels with suitable skill mix available to meet Oncology Unit standards, comply with the award and to meet individual patient care needs on a daily basis.
- 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-centered quality care.
- Monitor 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)	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.

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SELECTION CRITERIA

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Relevant tertiary qualifications in Cancer Care Nursing 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.
7. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

OTHER REQUIREMENTS

- Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient 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.
- All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.