



Swan Hill  
District Health



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## Associate Nurse Unit Manager

### Residential Aged Care - Logan Lodge

Applications are invited from suitably qualified Registered Nurses for ANUM position in our Residential Aged Care Facility - Logan Lodge. This is a full time position 1.0 FTE.

The ANUM role provides the back up to the NUM in clinical and administrative matters in Logan Lodge to maintain the best outcomes for consumers, their families and friends and the organisation

#### Key selection criteria:

- Registered Nurse division 1
- Broad clinical knowledge and skills in aged care nursing
- Willingness to undertake post graduate studies in gerontological nursing
- Function in accordance with legislation, standards and ethics to deliver accountable care that protects the rights of individuals and groups.
- Evaluate care planning to ensure care delivered reflects care need.
- Conform to SHDH and Clinical Services Division policies and procedures.
- Facilitates best practice admission and transfer strategies to meet the needs of the consumer and family.
- Provide management and clinical direction and supervision to all nursing and care staff in the absence of the NUM.
- Act as a clinical role model leading and directing nursing staff to ensure the delivery of a high standard of consumer care.
- Address practices that are inconsistent with guidelines, policies and procedures and evidence based research.
- Accept responsibility for the outcomes of clinical nursing practice within Logan Lodge.

#### Want More Info?

Please direct enquiries to NUM Lee Sullivan Ph: 5033 9246 or E: [lsullivan@shdh.org.au](mailto:lsullivan@shdh.org.au)

Applications including the names of three referees should be forwarded to: Human Resources Manager Email: [Employment@shdh.org.au](mailto:Employment@shdh.org.au) or address to Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria. **Email applications are preferred.**

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM.

**Closing date: Friday 25 September 2020**



<b>Position:</b>	<b>Associate Nurse Unit Manager.</b>
<b>Classification:</b>	YW11 – YW12.
<b>Department:</b>	Logan Lodge.
<b>Reports to:</b>	Nurse Unit Manager.
<b>Position Summary:</b>	In the absence of the Nurse Unit Manager (NUM) the Associate Nurse Unit Manager (ANUM) is required to deputise in clinical and administrative areas to maintain the best outcomes for consumers, their family and friends, staff and the organization.
<b>Responsibilities:</b>	<p><b><u>Clinical Care:</u></b> <i>Outcome:</i></p> <ul style="list-style-type: none"> <li>• Consumer care complies with standards legal requirements and best practice guidelines and is delivered in a safe and harmonious environment.</li> </ul> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Consumer care needs are assessed and nursing care provided which is individualised and responsive to consumer needs.</li> <li>• Demonstration of involvement in continuing education for self and other staff to ensure currency of care delivery.</li> <li>• Conforms to Swan Hill District Hospital (SHDH) and Clinical Services Division policies and procedures.</li> <li>• Facilitates consumer admissions through effective communication with Care Co-ordinator, acute care area NUM, Sub-Acute NUM, Jacaranda DoN and the Aged Care Assessment Service.</li> <li>• Supervises supports and assists Enrolled Nurses (EN) Division 2 nursing staff working within Logan Lodge.</li> <li>• Checks, records and administers medications according to regulations.</li> <li>• Reports incidents and accidents in a timely manner with a view to minimising risk and adverse event occurrence.</li> <li>• Helps ensure the safety of consumers, visitors and staff and security of hospital property and equipment.</li> <li>• Reviews current work practices and is involved in implementing new practices and procedures to ensure best practice.</li> <li>• Ensures care requirements are assessed, evaluated and documented in a manner that meets Aged Care Quality and Safety Commission standards, Accreditation and unannounced visits and Resident Classification requirements.</li> </ul> <p><b><u>Management:</u></b> <i>Outcome:</i></p> <ul style="list-style-type: none"> <li>• The Unit is managed in an efficient and effective way which optimises outcomes for consumers, families and staff.</li> </ul> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Deputises for the NUM in clinical and administrative areas as required.</li> <li>• Ensures appropriate staff replacement in the event of ad hoc staff absence.</li> <li>• Attends and participates in the Unit meetings on a regular basis, and in consumer/family care management meetings as required.</li> <li>• Counsels staff regarding their work related strengths and weaknesses</li> </ul>

and participates in performance review.

- Participates in orientation of staff/nursing students within the unit.
- Accepts responsibility for various management portfolios within the Unit in consultation with the NUM.
- Participate in the development of nursing rosters to meet consumer care and budgetary requirements in line with rostering principles and Award provisions.
- Work across all shifts

**Education:**

*Outcome:*

Logan Lodge provides a supportive environment conducive to teaching and learning.

*Performance Indicators:*

- Ensures all staff attend mandatory training sessions relating to Aged care activities and Occupational Health & Safety.
- Promotes the ideal of continuing education for all levels of nursing staff.
- Assists and supports nursing students on clinical placement in Logan Lodge to meet objectives.
- Assists in consumer/carer education to enable independence and/or maximum functional capacity.
- Facilitate and supports learning needs of re-entry / supervised practice nurses within the ward.

**Legal Responsibilities:**

Functions in accordance with legislation and common law affecting nursing practice.

**Safety Responsibilities:**

It is the responsibility of each Clinical Services Division staff member to:

- report accidents, incidents and potential hazards promptly to their departmental head;
- be familiar with emergency and evacuation procedures;
- comply with Occupational Health & Safety requirements;
- take reasonable care of the health and safety of others.

**Inservice Education:**

It is the responsibility of each Clinical Services Division staff member to:

- satisfactorily complete an annual CPR program;
- demonstrates a sound knowledge of the "No Lift" program;
- maintain current knowledge of infection control guidelines;
- attend an annual fire extinguisher demonstration.

**Education:**

*Outcome:*

- Logan Lodge provides a supportive environment conducive to learning.

*Performance Indicators:*

- Ensures staff attendance at mandatory training sessions relating to aged care activities and Occupational Health & Safety.
- Promotes the ideal of continuing education for all levels of nursing staff.
- Assists and supports nursing students on clinical placement in Logan Lodge to meet objectives.
- Facilitates and supports the learning needs of re-entry/supervised practice nurses.

**Education**

*Outcome:*

Nursing Professional development activities are maintained and progressed

	<p>within the Acute Care Ward.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Maintenance of current knowledge of trends in nursing practice utilising all appropriate study methods.</li> <li>• Demonstrates a commitment to quality improvement and actively participates in the Aged Care Quality and Safety Commission Accreditation process.</li> <li>• Maintenance of membership of relevant professional interest groups.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Registered Nurse division 1</li> <li>• Broad clinical knowledge and skills in aged care nursing</li> <li>• Willingness to undertake post graduate studies in gerontological nursing</li> <li>• Function in accordance with legislation, standards and ethics to deliver accountable care that protects the rights of individuals and groups.</li> <li>• Evaluate care planning to ensure care delivered reflects care need.</li> <li>• Conform to SHDH and Clinical Services Division policies and procedures.</li> <li>• Facilitates best practice admission and transfer strategies to meet the needs of the consumer and family.</li> <li>• Provide management and clinical direction and supervision to all nursing and care staff in the absence of the NUM.</li> <li>• Act as a clinical role model leading and directing nursing staff to ensure the delivery of a high standard of consumer care.</li> <li>• Address practices that are inconsistent with guidelines, policies and procedures and evidence based research.</li> <li>• Accept responsibility for the outcomes of clinical nursing practice within Logan Lodge.</li> </ul>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2016-2020.
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, consumers, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>

<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting consumer and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	Dec 17
<b>Current:</b>	May 2018
<b>Managers Name:</b>	April 2020
<b>Managers Signature:</b>	September 2020
<b>Employees Name:</b>	Lee Sullivan
<b>Employees Signature:</b>	



## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

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I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

**Enquiries:**

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585