



**Swan Hill**  
District Health  
Connected Care. Best Experience.



**Inclusive**

**Compassionate**

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## ***NURSE UNIT MANAGER SUB-ACUTE***

***Applications are open for the position of  
Nurse Unit Manager Sub-Acute***

Applications are sought from suitably qualified Registered Nurses who have the effective management and leadership skills to provide a safe and supportive lead for our Sub-Acute Unit. An understanding of the Sub-Acute Inpatient Unit comprising a mix of GEM, rehabilitation, palliative care and TCP services (inpatient and home based) would be an advantage.

The attached Position Description contains the key selection criteria applicant are required to address.

- Current registration with AHPRA as a Registered Nurse.
- Eligibility for NMBA division 1 nurse registration.
- Minimum five (5) years post graduate experience ideally including qualification/experience in gerontology, rehabilitation or palliative care nursing.
- Demonstrated understanding of case management, care co-ordination and community based care options.
- Working knowledge of My Aged Care portal, computer literacy and financial management.
- High level communication skills with demonstrated experience working with interdisciplinary teams and patients and families in a collaborative manner.
- Sound time management skills, flexibility and agility in managing a multifaceted service profile.
- Understanding of, and experience in, change management as it applies in the clinical workplace.
- Demonstrated ability to manage cost center budgets as well as a good understanding of activity impacts on revenue and ability to identify and manage variances.
- Ability to lead the nursing team to provide care according to relevant standards and codes of conduct and compliant with SHDH policies and procedures.
- Ability to lead and manage relevant change management processes.
- Ability to work as an effective team member and establish positive and collaborative relationships across the organisation.
- Current National Police Record Check.
- Current "Working with Children Permit".
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.

For more information on this opportunity please contact Acting EDOCC Chloe Keogh.

Please email applications to [employment@shdh.org.au](mailto:employment@shdh.org.au) by close of business Friday 2<sup>nd</sup> June 2023.

**Closing date: Friday, 2<sup>nd</sup> June, 2023**



<b>Position:</b>	<b>NUM Sub Acute</b>
<b>Classification:</b>	NM10 – NM12
<b>Department:</b>	Subacute Services
<b>Reports to:</b>	Director of Clinical Care
<b>Position Summary:</b>	The effective management of the Sub-Acute Inpatient Unit comprising a mix of GEM, rehabilitation, palliative care and TCP services (inpatient and home based).
<b>Responsibilities:</b>	<p><b>Clinical Care:</b> <i>Outcome:</i> Clinically appropriate care is delivered in a therapeutic environment by competent professionals who comply with all legal and organisational requirements.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Nursing assessment and documentation within the unit is timely, complete and accurate.</li> <li>• Involvement of patients and their relatives/carers in planning care and formulating outcomes relating to the episode of care.</li> <li>• Provision of direct care to patients and advice, support and supervision to nursing staff on patient care matters.</li> <li>• Support all staff in delivering person centred, goal oriented care with a focus on optimising functional independence to facilitate discharge options.</li> <li>• Ensure own and other nurses' practice is compliant with organizational and professional standards and the Public Sector Code of Conduct.</li> <li>• Promotion of multi-disciplinary team based approach to patient care.</li> <li>• Timely and appropriate investigation of accidents and incidents involving patients, staff and visitors.</li> <li>• Demonstration of involvement in continuing clinical education for self and other staff.</li> <li>• Promotion of evidence based clinical practice.</li> <li>• Promotes a culture of Continuous Improvement within the unit at all times</li> <li>• Works with Quality Experience Safety team in terms of quality improvement activities, National standards representation of staff on committees, new and emerging risks and legislative compliance matters.</li> <li>• Use patient and carer feedback to inform service delivery.</li> </ul> <p><b>Management:</b> <i>Outcome:</i> Effective and efficient management of the Department based on quality improvement principles.</p> <p><i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Participation in all relevant management and clinical meetings.</li> <li>• Meet all internal and external reporting requirements and timelines associated with these.</li> <li>• Manage the nursing workforce ensuring appropriate skill mix and ensure training and education opportunities for all staff to achieve required knowledge and skill in subacute nursing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure medical review and liaison with VMO to support a team approach to care planning and delivery.</li> <li>• Be involved in business and service plan for unit and ongoing review of formulated objectives as requested.</li> <li>• Regular review of unit philosophy, policies and procedures.</li> <li>• Completion of annual my work plan for all nursing staff within the Sub-Acute unit in consultation with Associate Nurse Unit Managers.</li> <li>• Preparation of balanced nursing rosters which recognise organisational, industrial and individual staff requirements.</li> <li>• Regular review of budget and departmental financial position.</li> <li>• Demonstrates an understanding of industrial requirements relating to the nursing workforce issues and other relevant employment legislation and codes of practice.</li> <li>• Assists in the orientation, supervising and support of newly appointed Hospital Medical Officers and Registered Nurses employed in the Department.</li> <li>• Participation in relevant regional and state-wide initiatives.</li> <li>• Ensures timely and accurate reporting data information in accordance with DHHS requirements.</li> </ul> <p><b><u>Legal Responsibilities:</u></b> Functions in accordance with legislation and common law affecting nursing practice.</p> <p><b><u>Inservice Education:</u></b> It is the responsibility of each Clinical Services Division staff member to:</p> <ul style="list-style-type: none"> <li>• Satisfactorily complete an annual CPR program;</li> <li>• Demonstrates a sound knowledge of the "No Lift" program;</li> <li>• Maintain current knowledge of infection control guidelines incl. Hand Hygiene/Aseptic Non Touch Technique.</li> <li>• Attend an annual fire extinguisher demonstration.</li> <li>• Complete ED specific education incl. IV Cannulation and ALS.</li> </ul> <p><b><u>Administration:</u></b></p> <ul style="list-style-type: none"> <li>• Counsel's staff regarding their work related strengths and weaknesses and participates in performance appraisal.</li> <li>• Participates in orientation of staff/nursing students within the department.</li> <li>• Has overall responsibility for staff rostering utilising collaborative rostering principles.</li> <li>• Delegates various management portfolios within the department to support ANUM professional development.</li> </ul>
<p><b>Key Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• Eligibility for NMBA division 1 nurse registration.</li> <li>• Minimum five (5) years post graduate experience ideally including qualification/experience in gerontology, rehabilitation or palliative care nursing.</li> <li>• Demonstrated understanding of case management, care co-ordination and community based care options.</li> <li>• Working knowledge of My Aged Care portal, computer literacy and financial management.</li> <li>• High level communication skills with demonstrated experience working with interdisciplinary teams and patients and families in a collaborative manner.</li> <li>• Sound time management skills, flexibility and agility in managing a multifaceted service profile.</li> <li>• Understanding of, and experience in, change management as it applies in the clinical workplace.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated ability to manage cost center budgets as well as a good understanding of activity impacts on revenue and ability to identify and manage variances.</li> <li>• Ability to lead the nursing team to provide care according to relevant standards and codes of conduct and compliant with SHDH policies and procedures.</li> <li>• Ability to lead and manage relevant change management processes.</li> <li>• Ability to work as an effective team member and establish positive and collaborative relationships across the organisation.</li> <li>• Current National Police Record Check</li> <li>• Current "Working with Children Permit"</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2021-2024.
<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, clients, 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>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</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 patient 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>	Feb 2020, March 2021
<b>Current:</b>	Feb 22
<b>Managers Name:</b>	Chloe Keogh
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	