

Position Description

Position Title:	Associate Nurse Unit Manager
Reports to:	Nurse Unit Manager – Euroa Hospital
Department:	Euroa Campus
Directorate:	Clinical Operations
Cost centre:	A0360
Code & classification:	Associate Nurse Unit Manager (YW11 – YW12)
Employment conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024 and its successors and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Associate Nurse Unit Manager reports directly to the Nurse Unit Manager – Euroa Campus. The Euroa Campus manages acute, subacute, Transition Care Program, and Restorative Care patients within a level 4 hospital setting.

The Associate Nurse Unit Manager is responsible for coordinating and organising staff and resources to ensure the delivery of safe, high-quality and patient-centred care to patients. As this responsibility extends to the Urgent Care Centre, the Associate Nurse Unit Manager must be able to demonstrate safe clinical skills and knowledge, and time management skills, whilst working collaboratively as an active team member.

The Associate Nurse Unit Manager accepts responsibility for the clinical and corporate coordination of Euroa Campus in the absence of the Nurse Unit Manager / Director of Nursing.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Maintain capability for practice and demonstrate accountability for decisions, actions, behaviours and responsibilities
- Provide safe, high-quality and patient-centred clinical care in accordance with legislation, the National Safety and Quality Health Service Standards, evidence-based frameworks, and GV Health policies and procedures
- Accurately complete all required documentation in the medical record and electronic patient systems
- Accept responsibility for the clinical and corporate coordination of the Euroa Campus in the absence of the Nurse Unit Manager / Director of Nursing

- Maintain communication with the Nurse Unit Manager or After-Hours Hospital Manager and seek guidance when a situation exceeds knowledge or experience
- Coordinate and organise staff and resources to ensure the delivery of safe, high-quality and patient-centred care to patients
- Coordinate discharges and admissions to support patient flow and maximise occupancy
- Supervise the clinical care provided by nurses and monitor / evaluate the outcome of clinical care to ensure safe and high-quality care is provided
- Manage clinical and non-clinical emergency situations
- Report incidents that occur within the campus, and facilitate corrective and preventative action when required in conjunction with the Nurse Unit Manager
- Function as a member of the multidisciplinary team, and promote and maintain professional relationships with the team
- Maintain effective and open communication with patients, visitors, nursing colleagues, the multidisciplinary team, support staff, and other health services
- Respond to complaints at the point of care
- Act as a professional role model
- Proactively contribute towards an allocated portfolio/s
- Maintain a professional portfolio that demonstrates continuing professional development
- Participate in ward meetings and other relevant meetings
- Participate in the development and review of clinical practice guidelines that are specific to the campus
- Take reasonable care for your personal physical and psychological health and safety, and that of others who may be affected by your acts or omissions
- Recommend the maintenance and replacement of equipment, furniture and facilities
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

1. Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.

2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others

- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

4. Commit to ongoing professional development of self, other employees and the profession

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in orientation and precepting of new employees and supervising students
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care

- Promote GV Health as a quality regional health care provider

KEY PERFORMANCE INDICATORS:

- Clinical practice in accordance with the National Safety and Quality Health Service Standards and relevant GV Health policies and procedures
- Accurate completion of all documentation in the medical record and electronic patient systems
- Behaviour and actions that exemplify the CREATE values: compassion, respect, excellence, accountability, teamwork and ethical behaviour
- Proactive contribution towards an allocated portfolio/s
- Reasonable care for your personal physical and psychological health and safety, and that of others who may be affected by your acts or omissions
- Registration is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s)

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse
- A minimum of three years' post-graduate experience as a Registered Nurse
- Demonstrated ability to provide effective clinical leadership and management
- Demonstrated ability to provide safe, high-quality and patient-centred care
- Current, or commitment to complete within three months of commencing employment, core competencies and training requirements related to clinical practice within the Urgent Care Centre, including but not limited to:
 - Triage emergency nursing program
 - Adult advanced life support
 - Paediatric advanced life support
 - Recognising and responding to clinical deterioration
- Venepuncture and peripheral intravenous cannulation
- Demonstrated ability to prioritise work and manage time

- Strong communication (verbal and written) and interpersonal skills
- Intermediate computer literacy and knowledge of information technology applications
- Awareness of financial management and budget processes
- Self-motivated to proactively identify areas for development and subsequently complete relevant continued professional development
- An ability to work a rotating roster, which includes morning, afternoon and night shifts
- Evidence of full immunisation against COVID-19 and seasonal influenza
- Satisfactory National Criminal History Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

Desirable:

- Post-graduate qualification in leadership and / or management
- Post-graduate qualification in a relevant area of nursing practice

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
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AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;

- Contribute to organisational quality and safety initiatives;
 - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
 - Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
 - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
 - Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
 - Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
 - Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Department of Health Victoria;
 - Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.
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ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations

Divisional Operations Director – Subacute and Ambulatory Care

Reviewed by:

Clare Hocking

Issue Date:

April 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)