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|  | Position Description  Calvary Health Care Kogarah |

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| **Position Title:** | | Nursing Unit Manager Level 2 | | | | | | | | |
| **Department:** | | Rehabilitation First Floor | | | | | | | | |
| **Enterprise Agreement** | | Named NSW (non-declared) Affiliated Health Organisations’ Nurses Agreement 2017 | | | | | | | | |
| **Employment Screening** | | **WWC**  **CRC** | No  3 yearly | **Vaccination Category** | | A | **Shift** **Worker**  **Pre Employ Check** | | | No  Yes |
| **Primary Location:** | | Calvary Kogarah | | | | | | | | |
| **Reports To:** | | Palliative Care and Rehabilitation Service Manager | | | | | | | | |
| **Date of Preparation:** | | July 2018 | | | **Date Revised:** | | | | Sept 2024 | |
| **Primary Purpose** | | | | | | | | | | |
| The Nursing Unit Manager Level 2 is responsible for the direction, co-ordination and supervision of the human resources, equipment and consumables under their management and safe and efficient clinical practice. The Nursing Unit Manager Level 2 will lead the co-ordination of patient services through liaison with all health care disciplines for the provision of services to meet patient needs and the timely flow of patients / clients through the system. The Nursing Unit Manger Level 2 will ensure the implementation of hospital/health policy and procedure; the dissemination of information and ensure a safe environment for staff and patients. Nursing Unit Manager Level 2 is differentiated from a Nursing Unit Manager Level 1 through whose responsibilities in relation to patient services, ward or unit management and staff management are in excess of those of a Nursing Unit Manager Level 1.  The rehabilitation units at Calvary specialise in orthopaedic and aged care rehabilitation and operate with a bed base of 30 beds each. The units are supported by a dedicated medical and allied health team and gymnasium spaces. | | | | | | | | | | |
| Organisational Environment | | | | | | | | | | |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic healthcare organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres.  Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through “ being for others” exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.  As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.  At Calvary our vision as a Catholic Health, Community and Aged Care provider is to excel, and be recognised as a continuing source of healing, hope and nurturing to the people and communities we serve. Our Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas. Calvary Health Care Kogarah (CHCK) provides inpatient and community based Palliative Care and Rehabilitation and Aged Care services in the public health arena. CHCK operates within South Eastern Sydney Local Health District (SESLHD). | | | | | | | | | | |
| Accountabilities and Key Result Areas | | | | | | | | | | |
| ***Key Professional Responsibilities***  The Nursing and Midwifery Board of Australia publish a number of policies, guidelines, professional standards and frameworks that are to be read and placed into practice in conjunction with the Calvary Health Care Code Conduct and the Catholic Health Australia Code of Ethical Standards for Catholic Health and Aged Care Services in Australia. The Catholic Health Care Code of Ethical Standards takes precedence over the Code of ethics for Nurses where there is a discrepancy.  The Nursing Unit Manager Level 2 will comply with the seven standards that constitute the Nursing and Midwifery Board of Australia standards for Registered Nurses, along with the following  ***People and Culture***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect * Be open to change and actively and positively participates in new models of care, changes in service model and redesign initiatives * Be compliant across all relevant standards of accreditation and legislative requirements within areas of responsibility / scope or as delegated by the General Manager, Calvary Health Care Kogarah * Establishes and maintain collaborative relationships with members of the health care team * The Nursing Unit Manager is a key participant and driver of quality and safety within their departments and across the organisation. The Nursing Unit Manager will actively assist the organisation in maintaining its accreditation * Ensure all staff have annual performance reviews and development plans established to facilitate growth and development * Establish and maintain practices that enable giving and receiving feedback and reflection on practice * Role model through behaviour and communication styles the value of patients, carers and consumers * Model through behaviour and communication the value of the profession of nursing * Develop a process that enables succession planning for key roles in the ward/service * Recognise, nurture and grow talent within the ward/service * Model through behaviour and communication the shared vision for the organisation, service, ward * Establish structures and processes that facilitate mentoring for staff members * Actively promotes an inclusive, just and collaborative culture within department and organization   ***Excellence in Care***   * Thinks critically and analyses nursing practice via a variety of thinking strategies and the best available evidence in making decisions and providing safe, quality nursing practice within person-centred and evidence-based frameworks * Engages in therapeutic and professional relationships and includes collegial generosity in the context of mutual trust and respect in professional relationships * Accurately conducts comprehensive and systematic assessments and analyse’s information and data and communicate outcomes as the basis for practice within the ward / service * Develops a plan for nursing practice * Registered Nurses are responsible for the planning and communication of nursing practice. Agreed plans are developed in partnership. They are based on the RNs appraisal of comprehensive, relevant information, and evidence that is documented and communicated * Facilitates an environment where safe, appropriate and responsive quality nursing practice occurs * Set up and assistance with patient meals and fluids as per plan of care * Utilises own knowledge and or seeks guidance from the multi-disciplinary team around roles and responsibility in caring for those with a cognitive impairment   ***Service Development & Innovation***   * The Nursing Unit Manager, as regulated health professional, is responsible and accountable for ensuring they and their teams are safe and have the capability for practice. This includes responding when there is concern about other health professionals’ capability for practice. * The Nursing Unit Manager is responsible for their professional development and drive and support the development of others within their team. They are also responsible for providing information and education to enable people to make decisions and take action in relation to their own health * Enable others to participate in problem solving for themselves or as part of the team * Provide opportunities for others to be innovative and support decision making with evidence * Establish and maintain processes to facilitate performance improvements and demonstrate accountability for decisions that are made * Establish processes that enable the use of patients and carers feedback to develop and improve services * Establish feedback processes to all staff that inform them of the ward/services performance * Establish processes that ensure novice clinical staff are supported in their clinical practice and receive regular feedback on their performance * Enable, facilitate and lead sustainable change initiatives that improve outcomes for patients, staff, carers and consumers   ***Wise Stewardship***   * Takes responsibility for the evaluation of practice based on agreed priorities, goals, plans and outcomes and revises practice accordingly * Maintains confidentiality of all medical records * Ensures communication, reporting and documentation are timely and accurate * Evaluates and monitors progress towards the expected goals and outcomes * Revises the plan based on the evaluation * Determines, documents and communicates further priorities, goals and outcomes with the relevant persons * Ensure and maintain knowledge and participation in business management activities within NSW Ministry of Health and Calvary National organisational policy and procedures * Participate where appropriate in activities outside the service/unit, including in-services, conferences and membership to other groups * Develop and maintain processes that will enable feedback to all staff on key department and organisation activities and initiatives * Create and maintain processes that will ensure ward/service activities and initiatives align with those of NSW Ministry of Health, Calvary National and Calvary Health Care Kogarah * Ensure the human, physical and financial resources of the ward/unit are managed, in collaboration with relevant subject matter experts, to deliver safe and efficient health care within available resources * Develop / oversee rosters that ensure safe, quality care is delivered matched with the appropriate utilisation of skills and knowledge of the nursing/midwifery team * Assist in managing the efficient and effective flow of patient through the organization and system   **Accepts accountability and responsibility for own actions**   * Practices within the RN scope of practice relevant to the context of practice, legislation, own educational preparation and experience * Demonstrates responsibility and accountability for nursing care provided. * Recognises the RN as the person responsible to assist EN decision-making and provision of nursing care * Collaborates with the RN to ensure delegated responsibilities are commensurate with own scope of practice * Provides support and supervision to assistants in nursing (however titled) and to others providing care, such as EN students, to ensure care is provided as outlined within the plan of care and according to institutional policies, protocols and guidelines * Ensure appropriate equipment is available that enables hand washing processes for patients, staff and visitors * Participate in the development and maintenance of the ward/unit budget * Manage and report ward/service financial performance against allocated budget * Manage and report on financial and clinical key performance indicators relevant to the ward/service * Establish structures and processes that enable strategic planning for all members of the multidisciplinary team   ***Community Engagement***   * Demonstrates respect for the values, customs, spiritual beliefs and practices of individuals and groups * Works collaboratively with consumers and partners in in patient care with carers and other members of the patients/client’s family /network   ***WH&S Responsibilities***   * Take reasonable care of your own health and safety and the health and safety of others in the workplace * Comply with relevant Calvary WHS policies, procedures, work instructions and requests * Report to your supervisor any incident or unsafe conditions which come to your attention * Observe any additional requirements as outlined in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) * Participates in health and safety initiatives and consultation processes within the department and organisation * Uses equipment provided in a safe manner as per hospital policy, Safe Operating procedures and Material Safety data Sheets * Establish processes and practices that enable participation of all members of the health care team to ensure that the ward/service is safe * Establish processes that include those staff with expertise in clinical and occupational safety where appropriate * Institute processes that ensure data and information collected is used to inform decisions establish processes that ensure patients, carers and visitors are informed about safe practices in the service/ward * Mandatory Vaccination for all CHCK employees, compliant with NSW Health Policy PD2023\_022   ***Key Performance Indicators***   * 100% compliance for documentation and management of health care record * Participates in the Hospital's Patient Safety Program by ensuring timely and accurate reporting of near or actual incidents via organisational incident monitoring program * Complies with organisation mandatory training requirements * Undertakes other duties/tasks as requested from time to time (within scope of practice) | | | | | | | | | | |
| **Key Relationships** | | | | | | | | | | |
| Internal: | Other nursing colleagues  Nursing Unit Managers  Clinical Nurse Educators and Consultants  Learning and Development Unit  After Hours Nurse Managers  Palliative Care and Rehabilitation Services Manager  Director of Nursing & Quality | | | | | | | | | |
| External: | Other Calvary and SESLHD services  Professional Associations  Bed Management and consultative teams from The Sutherland Hospital and St George Hospital | | | | | | | | | |
| Selection Criteria | | | | | | | | | | |
| * Ability to work within the Mission and Values of Calvary Health Care Kogarah. * Currently registered as a Registered Nurse (Division 1) with the Australian Health Professionals Regulation Agency * Recognised post graduate tertiary qualification in a clinical speciality or management (or willingness to undertake same within 12 months) or equivalent relevant experience * Demonstrated operational, financial, human resource, workplace health and safety and effective communication / interpersonal skills experience at departmental level * Comprehensive understanding of clinical governance, effective change management and current nursing issues * Ability to deliver, evidenced based, patient centred care within a complex environment * Demonstrated experience in quality improvement principles, clinical policy and procedure development and implementation * Demonstrated evidence of integration of theoretical knowledge and clinical skills, critical thinking and analysis in their daily practice | | | | | | | | | | |
| Approvals | | | | | | | | | | |
| I have read this position description, I understand the position requirements and position demands checklist and agree that I can fulfil these requirements to the standards outlined. I am not aware of any reason which might interfere with my ability to perform the inherent position requirements and position demands of this position | | | | | | | | | | |
| Job Holder’s signature: | | | | | | | | Date: | | |
| Manager’s signature: | | | | | | | | Date: | | |