

Function Statement

The Statement of Duties associated with this role is generic and is used for all Associate Nurse Unit Manager in hospital and community vacancies in the Tasmanian Health Service. The purpose of this Function Statement is to give more detail about the particular requirements of this role.

Please refer to the Statement of Duties for any Essential Requirements associated with the role.

Title:	Associate Nurse Unit Manager
Classification:	Registered Nurse Grade 5
Business Unit:	New Norfolk District Hospital
Location:	South

Business Unit Description:

New Norfolk District Hospital (NNDH) provides subacute inpatient care, within a regional and tertiary public hospital partnership. This partnership operates as a shared care model, comprising a combination of local patients admitted by their Derwent Valley Medical Centre GP, and out of area patients admitted from sources such as the Royal Hobart and Private Hospitals, with the support of a Nurse Practitioner.

Specific Duties/Responsibilities:

Support the efficient delivery of nursing care through provision of:

- Assisting with rosters and clinical care allocation
- role modelling , providing clinical leadership and acting as a clinical resource for staff
- Collaborating with the multidisciplinary team to facilitate complex care and safe admissions and discharge of inpatients
- Assisting in the coordination of patient admissions and transfers to/from NNDH
- Conducting audits, risk screening and respond to safety events including the implementation and evaluation of quality improvement activities
- Assisting with orientation and onboarding of new staff
- Engaging in the review, development and implementation of relevant clinical policies and guidelines
- Responsible for oversight of facility when rostered after business hours
- In collaboration with the NUM and DON advise on any new quality improvement activities or areas for service development.

Preferred Skills and Experience

Experience:

- Broad clinical experience and knowledge in a range of settings, particularly in the delivery of remote, off-site care and its associated challenges
- Experience and understanding of the IT systems that support clinical activity in relation to planning and recording care delivery, clinical documentation, and communication
- Experience and knowledge of clinical and administrative management, including management of financial and human resources
- Knowledge of National Safety and Quality in Health Care Standards in the implementation and management of closed loop audit processes and quality assurance mechanisms

Skills:

- Rostering practices and requirements and understanding of guidelines
- Ability to assess patient clinical needs, and coordinate, prioritise and allocate resources appropriately
- High level communication skills to ensure effective communication with patients/families, members of the multidisciplinary team, and service providers
- Ability to facilitate and lead a strong positive and innovative team culture, including approach to change
- Commitment to education and promoting a learning culture within the team