

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: Smithton District Hospital

Location: North West

Business Unit Description:

Smithton District Hospital (SDH) provides subacute inpatient care, within a regional and tertiary public hospital partnership to the community in the Circular Head Municipality in north west Tasmania. This partnership operates as a shared care model, comprising a combination of local patients admitted by a credentialled GP (who has admitting rights to SDH), emergency presentations and out of area patients admitted from sources such as the North West Regional Hospital and Mersey Community Hospital. These can be both public and private patients.

Specific Duties/Responsibilities:

Support the efficient delivery of nursing care through provision of:

- Planning and management of human, physical and financial resources including rosters and clinical care allocation.
- Act as a role model, providing clinical leadership and acting as a clinical resource for staff.
- Provision of care for any emergency presentations.
- Collaborate with the multidisciplinary team to facilitate complex care and safe admissions and discharge of inpatients.
- Assist in the coordination of patient admissions and transfers to/from SDH.
- Conduct audits, risk screening and respond to safety events including the implementation and evaluation of quality improvement activities.
- Assist with orientation and onboarding of new staff including Locum Medical staff.
- Engage in the review, development and implementation of relevant clinical policies and guidelines.
- In collaboration with the CNC and DoN advise on any new quality improvement activities or areas for service development.
- Address any facility issues after hours as required. This includes security checks/breaches and responding to any activated alarms. (oxygen, fire alarms)

Preferred Skills and Experience

Experience:

- Broad clinical experience and knowledge in a range of settings, particularly in the delivery of emergency care and subacute inpatients.
- 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:

- Ability to assess/triage patient clinical needs, and coordinate, prioritise and allocate resources appropriately.
- Rostering practices and requirements.
- High level communication skills to ensure effective communication with patients/families, members of the multidisciplinary team, and service providers and the members of the public.
- 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.