

FUNCTION STATEMENT

The Statement of Duties associated with this role is generic and is used for all Associate Nurse Unit Managers in the Department of Health. 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 – Neurosurgery Statewide Care Coordinator
- Business Unit:** Surgical and Perioperative Services - South
- Location:** K8W – Tasmanian Neurosurgical Unit
- Business Unit Description:** The Statewide Neurosurgery Unit is a Level 6, state-wide tertiary centre receiving elective and emergency Neurosurgery and Neurology patients. The unit has a total of 24 beds inclusive six Neurosurgical High Dependency beds and four Neurology specialty beds.
- Specific Duties/Responsibilities:**
- Liaison with Intra & Interstate Hospitals to receive updates, provide specialist Neurosurgery nursing care advice, and completion of up-to-date handover documentation for patients awaiting transfer to the Tasmanian Neurosurgical Unit (K8W).
 - Commencement of Comprehensive Care Plan (CCP) with all patients on Booked Theatre Lists to ensure discharge barriers are identified prior to admission and ensure appropriate and timely referrals are completed to reduce delay in discharge when patient cleared by Neurosurgical treating team.

- Assisting patients with complex discharge planning to ensure patient-centred, timely and effective flow throughout K8W.
- Participation in multidisciplinary team meeting, including weekly Neurosurgical Meeting and daily Ward meeting, to identify patient care requirements for patients and safe and timely discharge.
- Provide education, access to resources (local support groups, literature etc.) and support from admission and post discharge, to patients and their families upon admission to K8W with suspected or confirmed brain cancer.
- Other duties and responsibilities deemed necessary by the Tasmanian Neurosurgical Unit Nurse Unit Manager (NUM).

Preferred Skills and Experience:

Experience:

- Advanced knowledge and experience in Neurosurgical nursing.
- Extensive understanding of patient flow principles, discharge planning and discharge options available to facilitate timely and appropriate discharge of patients.

Skills:

- Demonstrated ability to work collaboratively within a multidisciplinary team.
- Demonstrated ability to develop strong and productive professional relationships to establish a network of key contacts.
- Demonstrated ability to work and collaborate as part of a multidisciplinary team with excellent communication, interpersonal and organisational skills.