

Statement of Duties

Position Title: Nurse Unit Manager (NUM)	Position Number: 508404	Effective Date: December 2020
Group: Hospitals South – Royal Hobart Hospital (RHH)		
Section: Primary Health Services	Location: South	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Grade 7a	Classification: Registered Nurse	
Reports To: Assistant Director of Nursing - Cancer Services		
Check Type: Annulled	Check Frequency: Pre-Employment	

Focus of Duties:

The Nurse Unit Manager (NUM):

- Provides leadership to Outpatients Oncology/Haematology and Radiation Oncology Services at the Royal Hobart Hospital (RHH);
- Ensures the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by coordinating the clinical, management, education and nursing research functions within the Outpatients Oncology/ Haematology and Radiation Oncology Services at RHH; and
- Leads and manages the coordination of overall patient care and is responsible for managing the allocated human, material and financial resources for service delivery within the Outpatients Oncology/ Haematology and Radiation Oncology Services at RHH.

Duties:

1. Leads and manages the coordination of patient care within the Outpatient Oncology/Haematology and Radiation Oncology Services at RHH in accordance with best practice principles and within a collaborative multidisciplinary framework.
2. Provides leadership in contemporary nursing practice and promotes an environment conducive to innovation and change.
3. Manages the financial, physical and human resources of the Outpatient Oncology/Haematology and Radiation Oncology Services to achieve agreed service outcomes within the allocated budget.
4. Monitors, manages and reports on the Outpatient Oncology/Haematology and Radiation Oncology Services' performance and activity levels.
5. Monitors and manages staff performance and development.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from person occupying jobs at this classification.

Scope of Work Performed:

The Nurse Unit Manager (NUM) works autonomously at unit/ward level under the general direction of the Assistant Director of Nursing - Cancer Services to provide direction and leadership to the Outpatient Oncology/ Haematology and Radiation Oncology Services and is responsible and accountable for the following:

- Ensuring the standards of patient/client care within the practice area are in accordance with relevant legislation, clinical standards and evidence based practice;
- Ensuring the provision of nursing care that meets the care requirements of each patient/client in the practice area;
- Managing physical, financial and human resources effectively, ensuring the practice area objectives are met;
- Working collaboratively to support a learning organisation encouraging and supporting staff to develop further knowledge and skills to enhance the individual and the practice area;
- Providing clear direction to staff, so that all staff have an understanding of their responsibilities and duties;
- Ensuring that quality improvement processes are in place and acted upon, resulting in constant evaluation and improvement in the standard of care to patients/clients;
- Acting as a role model for staff by actively coaching/mentoring/developing staff;
- Developing collaborative relationships with stakeholders and ensuring mechanisms are in place to support consumer advocacy;
- Actively participating in personal and professional development activities;
- Contribute to the expansion of knowledge and ideas in the relevant field by supporting and participating in research, and translating evidence into practice; and
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Desirable Requirements:

- Relevant post graduate qualifications.

Selection Criteria:

Specific Knowledge:

1. Demonstrated advanced knowledge, skills and experience in Outpatient Oncology/ Haematology and Radiation Oncology.
2. Comprehensive knowledge of and experience in contemporary nursing management practice, including: clinical governance; clinical risk management; evidenced based practice; research; clinical standards; ethics; and legislation.

Skills:

1. **Leadership skills** – Individuals will demonstrate capability to promote a shared vision and purpose, and positively influence others (internally and externally) to ensure optimal client outcomes and build a culture of success, commitment and active contribution by all staff within the practice area.
2. **Decision making skills** – Individuals will demonstrate capability to make rational and sound decisions based on a consideration of the facts and alternatives available make quick decisions when required and will commit to definite courses of actions.
3. **Business focus** – Individuals will demonstrate capability to be focused on: understanding the business of the organisation; the business unit and the practice area; and delivering the best care outcomes within the available resources.

Personal Qualities:

1. **Initiative** – Individuals will demonstrate capability to be adaptable and respond and adjust easily to change. They are proactive and self-directed and will seize opportunities and act upon them, ensuring improved outcomes for the practice area.
2. **Resilience** – Individuals will demonstrate capability to persevere to achieve goals even in the face of obstacles, cope effectively with disappointments and setbacks and remain calm and in control under pressure.
3. **Builds productive networks** – Individuals will demonstrate capability to establish and maintain relationships and useful partnerships with people at all levels and disciplines across the business unit and group.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.