Department of Health and
Tasmanian Health Service

Statement of Duties

Tasmanian Government

Position Title: Associate Nurse Unit Manager (ANUM)	**Position Number:** Generic	**Effective Date:** March 2017
Group and Unit: Tasmanian Health Service (THS)		
Section: Various	**Location:** South, North, North West	
Award: Nurses and Midwives (Tasmania State Service)	**Position Status:** Permanent/Fixed-Term/Casual	
	Position Type: Full Time/Part Time/Casual	
Level: Grade 5	**Classification:** Registered Nurse	
Reports To: Nurse Unit Manager (NUM)		
Check Type: Annulled	**Check Frequency:** Pre-employment	

Focus of Duties:

The Associate Nurse Unit Manager (ANUM) is an experienced nurse who, within the defined area of practice:

- Works in partnership with the NUM and other senior staff, to ensure the efficient and effective provision of care based on best practice principles within a collaborative and multidisciplinary framework.
- Assists the NUM with the planning and management of staff and resources and provides operational leadership through the coordination of the day to day patient care activities, including patient flow.

Duties:

1. Assist the NUM with the day to day management and coordination of resources to ensure optimal patient care.
2. Coordinate patient/client centred care delivery and flow.
3. Ensure the maintenance of effective communication channels with internal and external stakeholders to promote patient/client care delivery.
4. Provide a high level of clinical knowledge and skill to ensure clinical standards and policies and procedures to promote a patient focused model of care according to best practice principles.
5. Act as a role model and clinical resource person to provide clinical advice, recommendations and effective utilisation of resources.
6. Assist and support the NUM in the development and maintenance of a strong, collaborative professional team environment which promotes a positive culture and contemporary nursing leadership.

7. Contribute to service development by assisting and supporting the NUM with the development and review of protocols and guidelines, the development of strategies to meet current priorities, and promotion of an environment conducive to innovation and change, to meet future service needs.

8. Assist the NUM, and other members of the healthcare team, to review, interpret and implement relevant clinical and/or educational policies, regulations and guidelines to ensure the provision of effective and efficient patient care and achievement of positive patient outcomes.

9. Identify and report clinical risks and, in conjunction with the NUM and other relevant healthcare team members, assist in supporting the development, implementation and evaluation of mitigation strategies.

10. Support the NUM in their decision making regarding cost effective and efficient approaches to managing resources, and collaboratively support the NUM to explain business decisions to staff.

11. 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.

12. 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 persons occupying positions at this classification level.

Scope of Work Performed:

The ANUM will work collaboratively and effectively with the NUM, and will promote a patient focused model of care, coordinate the flow of patient/client care delivery and assist the NUM in providing effective leadership within a defined practice area.

The ANUM provides clinical and administrative management on a shift by shift basis to ensure business continuity of the defined practice area. This may include performance, financial, rostering, and staffing management as delegated by the NUM.

The ANUM is responsible for assisting the NUM, within a defined healthcare practice area, with:

- Coordinating the day to day patient care activities/flow.
- Initiating appropriate management, care and service delivery consistent with national guidelines, organisational policies and procedures and legal requirements.
- Providing efficient and effective service delivery which will maintain and improve health care outcomes and ensure optimal use of resources.
- Identifying and reporting clinical and corporate risks and initiating timely strategies to mitigate these.
- Maintaining and coordinating effective communication channels with internal and external colleagues and stakeholders to promote patient/client care delivery.

- Identifying, defining and developing recommendations to implement the delivery of complex care needs for patients/clients. including supporting the development of new operational guidelines or clinical practices, and monitoring and evaluating clinical outcome measures.
- Providing clinical leadership and clear direction to staff so that all have a clear understanding of their responsibilities and duties in relation to their patients/clients and colleagues.
- The ANUM is accountable for own practice standards and acts as a role model and mentor for all staff and encourages and supports staff to develop their skills and knowledge.
- Comply at all times with THS 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.
- Current Tasmanian Working with Children Registration.
- 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:

- Holds or is working towards relevant post graduate qualifications.

Selection Criteria:

1. Demonstrated clinical experience in the relevant practice area, with the capacity to provide clinical leadership, exercise professional judgement and initiative and work with minimal supervision.
2. Demonstrated ability to understand the business of the unit/service in delivering the best outcomes within available resources, including a demonstrated understanding of patient flow principles and discharge planning in the pursuit of patient/client goals within a contemporary healthcare framework.

3. Demonstrated ability to contribute to the evaluation, innovation and development of services provided by the unit/service and the review of clinical practice policy, procedures and protocols.

4. Demonstrated time management and organisational skills, including the ability to prioritise clinical and administrative tasks within a busy environment subject to work pressure and change.

5. Proven commitment to teamwork, together with advanced interpersonal skills, including written and verbal communication, and the ability to lead, manage conflict and work effectively with a multidisciplinary team in the planning and coordination of clinical care for patients.

6. Demonstrated advanced understanding of clinical risk and its implications for practice, including the application of Safety and Quality and Workplace Health and Safety legislation across the clinical setting, with the ability to develop a culture of risk mitigation.

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 and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

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 of Health and Tasmanian Health Service have 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 Director HR Management and Strategy 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) with the Department of Health and Tasmanian Health Service 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 of Health and the Tasmanian Health Service 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: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.