

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:	Community Nursing
Location:	South
Business Unit Description:	<p>THS-Southern Region Community Nursing Services operate within a primary health care framework to deliver nursing services that support clients to remain at home and avoid either a hospital admission or presentation or early admission to residential care.</p> <p>The organisational structure within which this service delivery is as follows:</p> <p>Sub-Acute, Aged and Community Services</p> <ul style="list-style-type: none">• Bruny Island Community Nursing• Eastern Shore Community Nursing• Glamorgan Spring Bay Community Nursing• Hobart Community Nursing• Huon Community Nursing• Kingston Community Nursing• New Norfolk and Central Highlands Community Nursing
Specific Duties/Responsibilities:	<p>Support the efficient delivery of community nursing care through providing:</p> <ul style="list-style-type: none">• coordination of client contact scheduling• referral triage and management• clinical input to service remuneration processes including brokerage arrangements

- provide 'float nurse' function to nursing rounds as required
- planning and management of human, physical and financial resources including rosters and clinical care allocation
- collaborate with multidisciplinary teams to facilitate safe discharge and complex care in the community
- 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 community nurses
- engage in the review, develop and implementation of clinical policies and guidelines

Preferred Skills and Experience:

- Experience:**
- Extensive experience and knowledge of community nursing and primary care, particularly in the delivery of home-based care
 - Experience and understanding of the IT systems that support clinical activity in relation to planning and recording care delivery, clinical documentation and communication and reporting against performance indicators
 - Experience in clinical and administrative management related to the financial arrangements that supports care delivery, including NDIS and Aged Care packages, brokerage, insurance, and compensable claims
 - Knowledge of National Safety and Quality in Health Care Standards, national Aged Care Standards and NDIS and Experience in the implementation and management of closed loop audit processes and quality assurance mechanisms

- Skills:**
- Rostering practices and requirements
 - Knowledge of and ability to develop an understanding of the financial arrangements that support community nursing
 - Ability to assess client clinical needs, to coordinate, prioritise and allocate resources appropriately
 - High level communication skills to ensure effective communication with clients, other service providers and community nurses
 - Ability to facilitate strong positive and innovative team culture including approach to change
 - Commitment to education and promoting a learning culture within the team