

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Associate Nurse Unit Manager (ANUM) - Elective Surgery Access Coordinator
Position Number:	526920
Classification:	Registered Nurse Grade 5
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West – North West Regional Hospital Perioperative Services
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Nurse Manager - Elective Surgery Access
Effective Date:	December 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse <i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i>
Desirable Requirements:	Holds or is working towards relevant post graduate qualifications

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Associate Nurse Unit Manager (ANUM) - Elective Surgery Access Coordinator is an experienced nurse who, within Elective Surgery Access Coordination:

- Works in partnership with the Nurse Manager (NM) - Elective Surgery Access 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 NM with the planning and management of staff and resources and provides operational leadership through the coordination of the elective surgery waiting list.
- Coordinates with the preoperative assessment unit to ensure optimal preoperative preparation of patients for surgical procedures that are on the Elective Surgery Waiting List (ESWL).

Duties:

1. Assist the NM with the day-to-day management and coordination of resources to ensure optimal patient outcomes for those on the elective surgery waiting list.
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 NM 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 NM 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 elective surgery service needs.
8. Assist the NM, 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 awaiting elective surgery.
9. Identify and report clinical risks and, in conjunction with the NM and other relevant healthcare team members, assist in supporting the development, implementation and evaluation of mitigation strategies.
10. Support the NM in their decision-making regarding cost effective and efficient approaches to managing resources, and collaboratively support the NM to explain business decisions to staff.
11. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
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.

Key Accountabilities and Responsibilities:

The ANUM - Elective Surgery Access Coordinator:

- Will work collaboratively and effectively with the NM, and will promote a patient focused model of care, coordinate the flow of patient/client onto and off the elective surgery waiting list and assist the NM in providing effective leadership within the practice area.
- Provides clinical and administrative management on a shift-by-shift basis to ensure business continuity of the practice area. This may include performance, financial, rostering, and staffing management as delegated by the NM.
- 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.
- Is responsible for assisting the NM, within a defined healthcare practice area, with:
 - Coordinating the elective surgery waiting list in collaboration with the multi-disciplinary team.
 - 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.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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.

Selection Criteria:

1. Demonstrated clinical experience in acute surgical nursing, with the capacity to provide clinical leadership, exercise professional judgement and initiative and work with minimal supervision.
2. Demonstrated knowledge and understanding of pre-admission, admission, discharge and waiting list management principles.
3. Demonstrated ability to understand the business of the ESWL Management principles 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.
4. Demonstrated ability to contribute to the evaluation, innovation and development of services provided by the elective surgery waiting list office and the review of clinical practice policy, procedures and protocols.
5. 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.
6. 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.
7. 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 is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).