

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Nurse Unit Manager (NUM) – Transit Lounge
Position Number:	526074
Classification:	Registered Nurse Grade 7a
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South – RHH Integrated Operations Centre
Position Type:	Permanent/Full Time
Location:	South
Reports to:	Assistant Director of Nursing - RHH Integrated Operations Centre
Effective Date:	July 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.</p> <p><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></p>
Desirable Requirements:	Relevant postgraduate 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 Nurse Unit Manager:

- Provides leadership to the Transit Lounge within the Integrated Operations Centre at the Royal Hobart Hospital.
- 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 Transit Lounge.
- 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 Transit Lounge.

Duties:

1. Leads and manages the coordination of patient care within the Transit Lounge 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 Transit Lounge to achieve agreed service outcomes within the allocated budget.
4. Monitors, manages, and reports on transfer processes and the Transit Lounge 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 in the development and implementation of safety systems, improvement initiatives and related training.
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 persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Nurse Unit Manager (NUM) - Transit Lounge works autonomously, under the general direction of the Assistant Director of Nursing - RHH Integrated Operations Centre, to provide direction and leadership to the Transit Lounge and is responsible and accountable for the following:

- Ensuring the standards of patient/client care within the Transit Lounge are in accordance with relevant legislation, clinical standards and evidence based practice.
- Ensuring the provision of care that meets the care requirements of each patient/client of the Transit Lounge.
- Managing physical, financial, and human resources effectively, ensuring the Transit Lounge 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 understand 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.
- Contributing to the expansion of knowledge and ideas in the relevant field, by supporting and participating in research, and translating evidence into practice.
- 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.
- Complying 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:

Specific Knowledge:

1. Demonstrated advanced knowledge, skills and experience of/in the management and coordination of patients within a Transit Lounge environment, with an ability to assist, if required, in the discharge of complex patients.
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.
4. **Communication** – Individuals will demonstrate capability in interpersonal and communication skills including ability to provide high level advice to executive, managers, professionals, and consumers as well as the ability to provide relevant reports and documents as required.

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, Hospitals South and external to the Agency.

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 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](#).