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| POSITION TITLE: Associate Nurse Unit Manager (ANUM) | DIVISION: Mental Health, Drugs and Alcohol Services (MHDAS) |
| REPORTS TO: Nurse Unit Manager | DIRECT REPORTS: Staff on supervising shifts |
| ENTERPRISE AGREEMENT: Victorian Public Mental Health Services Enterprise Agreement 2016-2020 | CLASSIFICATION: Registered Psychiatric Nurse Grade 3 |
| APPROVED: | APPROVAL DATE: |
| PRIMARY OBJECTIVE: | |
| To provide high quality, best practice direct delivery of psychiatric treatment and care to consumers within the Swanston Centre; as part of a multidisciplinary team which operates within a holistic Recovery Based Model. The Associate Nurse Unit Manager (ANUM) will provide co-ordination, leadership and supervision of staff in the daily operations of the unit. The position will include some rotation to nightshift depending on service requirements. | |
| **BARWON HEALTH VISION** – Together with our community we build healthier lives, inspired by world class standards | |
| PRIORITIES | VALUES |
| **Our Consumers at the Forefront**  **Our People at their Best**  **Right Care, Right Time, Right Place**  **Research, Education and Training for Excellence**  **Our Community’s Wellbeing**  **Mission**  With our consumers at the forefront, we excel in delivering efficient integrated care, education & research to advance health and wellbeing for all. | **RESPECT**  We RESPECT the people we connect with  **COMPASSION**  We show COMPASSION for the people we care for and work with  **COMMITMENT**  We are COMMITTED to quality and excellence in everything we do  **ACCOUNTABILITY**  We take ACCOUNTABILITY for what we do  **INNOVATION**  We drive INNOVATION for better care |

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| POSITION DIMENSION & DECISION MAKING AUTHORITY: | KEY COMMUNICATION CONTACTS (INFORMED): | |
| Without referral to Manager (RESPONSIBLE)   * Day to day clinical decision making * Day to day liaison and networking with other Barwon Health services * Day to day liaison and networking with other services and agencies as * required   After Consultation with Manager or others (CONSULTED)   * Complex care clinical decisions * Service development initiatives * Leave and training requests   Referred to Managers or others (CONSULTED)   * Complex organisational risk management * Financial matters * Major service development and/or change in clinical direction * Unresolved human resource management issues | **Purpose/Frequency of Contact** | **Contact/Organisation** |
| As required for line management and  supervision issues  On a daily basis or as required to plan and coordinate admissions  As needed and when required e.g liaise with  Psychiatric Triage and ED re admissions  As required e.g on-call manager or psychiatrist  As required for patients physical needs and meeting MHA, legislative or any other requirement to maintain optimal consumer care | Nurse Unit Manager Swanston Centre  Clinical Co-ordinators, CRF/PARC Shift  Manager and Multidisciplinary Team  Staff from multidiscipline teams and relevant  departments within Barwon Health  Senior Management in Mental Health  Barwon Health Medical Staff  External liaises with –  Consumer Groups  Family and Carers  Other Mental Health Services  Police and Ambulance Services  General Practitioners |

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| KEY ACCOUNTABILITIES: | | |
| Key Result Area | Major Activities | Performance Measures |
| Effective, high quality primary nursing care | Manage the shift and deputise for the Unit Nurse  Manager during short periods of absence and as required  Provide assessment and continuing care to consumers with a serious mental disorder  Assist in the screening of referrals to the Acute Unit to determine suitability for service and priorities for response  Undertake primary nursing of consumers with a serious mental disorder on night duty rotations  Provide consultation and participate in the review process on consumer related issues with other  multidisciplinary staff as required, including community  based case managers  Complete statistical information and comprehensive  documentation in clinical files specifically with relation  to risk assessment and allocation of category of  observation, interim service plan and discharge  summary documentation  Complete outcome measures | 100% of consumers have an identified Primary Nurse  allocate on admission  Efficient and appropriate allocation of beds for  admissions  99% valid completion of outcome measures according  to NOCC protocol  Facilitation of and participation in effective ward  nursing handovers on and within time  Evidence of high quality documentation and  management plans.  Evidence of monitoring of clinical practice including  participation in regular documented clinical review  processes and auditing of compliance with Barwon  health guidelines with respect to clinical  documentation and clinical practice standards and  NOCC [National Outcomes Classification Case Mix]  Protocol  Adherence to documentation guidelines and evidence  of high quality clinical notes.  Practice adheres to Barwon Health Policies and  Procedures regarding medication.  Feedback from consumers/carers/families.  Participation in supervision, relevant education and  training as outlined in performance development  reviews.  National Competency Standards are met |
| Clinical Practice/Standards | Deliver evidenced based nursing interventions to the  unit’s consumer group in accordance with the defined  clinical practice guidelines for the service and the  professional body  Supervise the delivery of clinical services provided by  the Acute Unit in collaboration with the broader MHS,  Barwon Health Departments, and all other relevant  allied services  Participate in Performance Development Reviews Maintain awareness of current policies and guidelines  Maintaining a system for assessing the needs of each  consumer and planning active and targeted  interventions for each consumer, and for ensuring that  these are acted on  Monitoring the implementation of risk assessment  procedure for each consumer ensuring that care is  organised in a way that is appropriate to the perceived  risk while maintaining the person’s dignity and rights.  This should include a commitment to actively  managing the environmental risks encountered  Working with the Acute Unit team to enhance  communication channels with other services and  mental health teams to encourage seamless service  delivery  Ensuring that the needs and concerns of consumer’s  families and friends are attended to and that constant  efforts are made by all staff to engage them as  informed collaborators in the management of the  consumers illness  Maintain effective communication with mental Health  and other agencies, including Emergency Services  Ensure the unit adheres to relevant Acts pertaining to  the delivery of psychiatric treatment and care  Have a current understanding of the principles and  practices surrounding the delivery and management of  ECT | Evidence of the maintenance and utilisation of  knowledge and expertise in current evidence based  practice within the area of Nursing assessment and  treatment  Completion of annual performance development  reviews with Line Manager  Adherence to current policies and procedures  Attendance at relevant core competencies and  identified educational sessions  Evidence of a pro-active and co-operative team  approach, including the sharing of information and  learning as appropriate; and participation in key team  activities  Communication demonstrates core values of Barwon  Health  Consumer and carer feedback  100% adherence to BH MHDAS current clinical  guidelines, policies, protocols and procedures –  assessed through incident reports and audits  Attendance at line management sessions – individual  8 of 12 per year or group 8 of 12 per year, as  evidenced by record of attendance |
| Professional Development and Education | Participate in regular training and education for the  Associate Nurse Unit Manager group  Provide education and supervision and guidance to  student nurses as required.  Participate in group education and treatment  programs for consumers/carers/families.  Participate in Professional Development Education.  Participate in Annual mandatory training  Be competent in the use of the foundation clinical  database and other relevant databases of the Barwon  Health Mental Health Service – TCM, BOSS, Riskman  Ensure compliance with National Framework for  Decision Making by Nurses and Midwives on Scopes  of Practice  Maintain annual registration requirements and  continuing professional development (CPD) standards  outlined by APHRA through participation in relevant  educational programs | Feedback from MHDAS Education Team  Participation in education sessions and feedback from  therapeutic team leader  Evidence of completion of identified core  competencies and professional development  activities.  Evidence of competency and training in the use of  TCM and the sharing of critical clinical information  within and outside the team in all forms  National Framework for Decision Making by Nurses  and Midwives on Scopes of Practice requirements met  CPD requirements met and documented  Demonstrated completion of mandatory training |
| Quality and Continuous Improvement | Maintains awareness and adherence to Barwon  Health policies and procedures at all times  Maintain awareness and adherence to clinical and  professional standards and clinical practice guidelines  pertaining to aspects of service delivery for the service  Participate in the Quality Improvement Program of the  Acute Unit to ensure targets are met as part of the  Barwon Health ACHS EQUIP program for  accreditation and the National Mental Health  Standards implementation program.  Practice in accordance with the relevant health care or  industry standards  Maintain daily statistics and produce reports as  directed relevant to all clinical activities including  outcome measurement tools  Participate in team discussion and analysis of data  provided though the quality and risk management  framework and team specific recorded data to support  ideas for continuous improvement activities for the  team  Utilise the Riskman protocols to record incidents  relevant to risk management on all levels.  Contribute to the development, implementation and  evaluation of policies and guidelines  Understand the application of National Safety and  Quality Standards to ensure compliance with  applicable regulatory bodies is maintained. | Participation and compliance with all MHDAS clinical  team audits and implementation of recommendations  in partnership with the Unit manager  Participation in and completion of an annual  Performance Appraisal aligned with the position  description  Evidence via line management records of  understanding and compliance with Barwon Health  policies and procedures, and clinical and professional  standards  Regular participation in relevant service quality  projects in line with organisational mission and values  With support from the Nurse Unit Manager, participate  in quality improvement projects within the acute  service and as identified through line supervision  records  Participation in review of practices and improvement  projects  Compliance with all MHDAS clinical team audits and  recommendations  Completion of Outcome Measures as required  Adherence to National Safety and Quality Standards  Adherence to applicable health care or industry  standards |
| Information Management | * Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained * Abide by the Organisation’s requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department * Ensure patient information is accurate and only released in line with the Health Records Act requirements | * Documentation audits |
| Occupational Health and Safety(OHS) | * Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service * Report any incidents or potential hazards in accordance with Barwon Health policies and procedures including effective reporting via RiskMan * Assist in the planning, development and implementation of OHS measures * Demonstrates a commitment to health and safety in line with Barwon Health OHS policies, procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow * Investigates OHS incidents and hazards involving direct reports and implements controls to reduce future risk * Supports the Injury Management/Return to Work process for any direct reports who sustain a work related injury or illness * Performs the role of area/department emergency warden if designated as the area/department person in charge | * Evidence via line management records of compliance with OHS policies and procedures * Participation in team meetings where key OHS issues are discussed and resolved * Evidence of hazard and incident reporting using RiskMan, and of OHS investigations occurring when a work related injury/illness has been sustained by a direct report/team member * Evidence of participating in the Injury Management/Return to Work process when a work related injury/illness affects a direct report/team member * Maintains compliance with mandatory OHS training requirements for both self and team |
| Other Duties | * Exhibits a commitment the Barwon Health’s values including team based above and below behaviours * Undertake special projects or reports required by the Manager on a wide range of issues * Report all incidents through the incident management system * Practice in accordance with the relevant health care or industry standards * Demonstrate an understanding of appropriate behaviours when engaging with children * Complete mandatory training and education * Comply with relevant Barwon Health policies and procedures * Participate in quality improvement activities * Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness | * Barwon Health values modelled at all times * Professional Development Review * Demonstrated use of incident management system * Adherence to applicable health care or industry standards * Demonstrated completion of mandatory training * Adherence with Barwon Health policies and procedures * Adherence with Child Safe Standards * Active participation in required quality improvement activities |

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| KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: [Leadership Capabilities](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/Developing%20your%20Workforce/_layouts/15/WopiFrame.aspx?sourcedoc=/corporate/workforce-and-culture/Developing%20your%20Workforce/Documents/Leadership%20Capability%20Framework.doc&action=default&DefaultItemOpen=1) - Leading Others | | | |
| AWARENESS OF SELF | COMMUICATE | RELATIONSHIPS | RESULTS |
| **Builds and maintains resilience:**   * Persists and focuses on achieving objectives, even in difficult circumstances * Encourages others to take a resilient and optimistic approach at work | **Communicates clearly:**   * Uses non-threatening language to address and defuse challenging situations before they escalate * Provides rationale for decisions * Shares information and keeps others informed and up-to-date about what is happening * Explains complex information using language appropriate for the audience | **Works in teams:**   * Gains trust and support of others * Implements formal and informal team-building activities * Fosters teamwork and rewards cooperative and collaborative behaviour * Resolves team conflict using appropriate and respectful strategies | **Supports a shared purpose and direction:**   * Shows personal commitment to the **mission, vision and values of Barwon Health** * Provides direction to others regarding the purpose and importance of their work aligned with the **mission, vision and values of Barwon Health** |
| **Demonstrates commitment to personal development:**   * Critically analyses own performance * Is open to feedback and is responsive in adjusting behaviour | **Listens, understands and adapt to others:**   * Assesses the emotions of others and then adapts words, tone, and gestures accordingly * Encourages others to share their view point and ideas | **Develops others:**   * Takes time to understand the career objectives of team members * Provides coaching, training opportunities for team members * Promptly identifies and constructively addresses under-performance * Attracts and selects new staff that live the **Barwon Health Values** | **Displays openness to change:**   * Encourages others to be flexible and understand the impact of and benefits of change * Recognises and reinforces the behaviours of those who embrace change |
| **Exemplifies personal integrity and professionalism:**   * Models the **Barwon Health Values** and **Code of Conduct**, * Confronts and deals with inappropriate behaviours in alignment with the **Barwon Health Values** and Code of Conduct * Demonstrates consistency between words and actions | **Influences positive outcomes:**   * Establishes credibility * Listens to and evaluates differing ideas * Discusses issues credibly and thoughtfully * Promotes awareness and support staff to implement health literacy principles in practice aligning with the [Health Literacy Strategy](https://system.prompt.org.au/Download/Document.aspx?id=34496263&code=493E8691A27329126119420AD62ABBE7) | **Values individual differences and diversity:**   * Encourages the exploration of diverse views * Creates inclusive teams in which a diversity of people feel they are valued and respected * Discerns the differing and preferred working styles of individuals and uses this information to enhance the operation of teams | **Takes accountability for achieving quality and excellence:**   * Challenges self and the team to achieve high quality results aligned with **mission, vision and values of Barwon Health** * Looks for new or better ways of doing things and takes action |

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| **KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:** |
| **QUALIFICATIONS -**  **ESSENTIAL**:   * Registered Nurse Div. 1 ( With Post Graduate Diploma in psychiatric/mental health nursing or completion of a specialist undergraduate psychiatric nursing program or a * specialist post basic course of training leading to previous registration as a Division 3 Nurse) * Current registration with the Australian Health Practitioner Regulatory Agency (AHPRA) * Demonstrates compliance with AHPRA registration standards   **DESIRABLE:**   * Post Graduate Diploma in psychiatric/mental health nursing   **EXPERIENCE and/or SPECIALIST KNOWLEDGE -**  **ESSENTIAL:**   * Minimum of 2 years full time experience in adult psychiatry post qualification as a psychiatric nurse * Superior clinical skills in the management of people with major mental illness or disability * Sound knowledge of the objectives and provisions of the Victorian Mental Health Act (2014), and its amendments * Experience working within an acute psychiatric unit, including experience in delivering acute treatment and management for consumers with a major mental illness or * disability * An understanding of and commitment to the principles and systems of quality improvement * Excellent verbal and written communication skills * A capacity to differentiate, accept and exercise corporate, team and personal responsibility * Sound knowledge of current approaches and treatments in acute mental health, including the delivery of recovery orientated care * The capacity to motivate and support staff towards the achievement of team objectives * The ability to maintain effective work relationships in an environment which is often pressured and characterised by competing demands * Effective communication and interpersonal skills and the ability to function as a member of the multidisciplinary team * A commitment to working towards a best practice model and delivery of care   **DESIRABLE:**   * A capacity to predict, recognise and manage internal and external change * Familiarity with performance management procedures of Barwon Health |