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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 andsupervision issuesOn a daily basis or as required to plan and coordinate admissionsAs needed and when required e.g liaise withPsychiatric Triage and ED re admissionsAs required e.g on-call manager or psychiatristAs required for patients physical needs and meeting MHA, legislative or any other requirement to maintain optimal consumer care | Nurse Unit Manager Swanston CentreClinical Co-ordinators, CRF/PARC ShiftManager and Multidisciplinary TeamStaff from multidiscipline teams and relevantdepartments within Barwon HealthSenior Management in Mental HealthBarwon Health Medical StaffExternal liaises with –Consumer GroupsFamily and CarersOther Mental Health ServicesPolice and Ambulance ServicesGeneral 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 NurseManager during short periods of absence and as requiredProvide assessment and continuing care to consumers with a serious mental disorderAssist in the screening of referrals to the Acute Unit to determine suitability for service and priorities for responseUndertake primary nursing of consumers with a serious mental disorder on night duty rotationsProvide consultation and participate in the review process on consumer related issues with othermultidisciplinary staff as required, including communitybased case managersComplete statistical information and comprehensivedocumentation in clinical files specifically with relationto risk assessment and allocation of category ofobservation, interim service plan and dischargesummary documentationComplete outcome measures | 100% of consumers have an identified Primary Nurseallocate on admissionEfficient and appropriate allocation of beds foradmissions99% valid completion of outcome measures accordingto NOCC protocolFacilitation of and participation in effective wardnursing handovers on and within timeEvidence of high quality documentation andmanagement plans.Evidence of monitoring of clinical practice includingparticipation in regular documented clinical reviewprocesses and auditing of compliance with Barwonhealth guidelines with respect to clinicaldocumentation and clinical practice standards andNOCC [National Outcomes Classification Case Mix]ProtocolAdherence to documentation guidelines and evidenceof high quality clinical notes.Practice adheres to Barwon Health Policies andProcedures regarding medication.Feedback from consumers/carers/families.Participation in supervision, relevant education andtraining as outlined in performance developmentreviews.National Competency Standards are met |
| Clinical Practice/Standards | Deliver evidenced based nursing interventions to theunit’s consumer group in accordance with the definedclinical practice guidelines for the service and theprofessional bodySupervise the delivery of clinical services provided bythe Acute Unit in collaboration with the broader MHS,Barwon Health Departments, and all other relevantallied servicesParticipate in Performance Development Reviews Maintain awareness of current policies and guidelinesMaintaining a system for assessing the needs of eachconsumer and planning active and targetedinterventions for each consumer, and for ensuring thatthese are acted onMonitoring the implementation of risk assessmentprocedure for each consumer ensuring that care isorganised in a way that is appropriate to the perceivedrisk while maintaining the person’s dignity and rights.This should include a commitment to activelymanaging the environmental risks encounteredWorking with the Acute Unit team to enhancecommunication channels with other services andmental health teams to encourage seamless servicedeliveryEnsuring that the needs and concerns of consumer’sfamilies and friends are attended to and that constantefforts are made by all staff to engage them asinformed collaborators in the management of theconsumers illnessMaintain effective communication with mental Healthand other agencies, including Emergency ServicesEnsure the unit adheres to relevant Acts pertaining tothe delivery of psychiatric treatment and careHave a current understanding of the principles andpractices surrounding the delivery and management ofECT  | Evidence of the maintenance and utilisation ofknowledge and expertise in current evidence basedpractice within the area of Nursing assessment andtreatmentCompletion of annual performance developmentreviews with Line ManagerAdherence to current policies and proceduresAttendance at relevant core competencies andidentified educational sessionsEvidence of a pro-active and co-operative teamapproach, including the sharing of information andlearning as appropriate; and participation in key teamactivitiesCommunication demonstrates core values of BarwonHealthConsumer and carer feedback100% adherence to BH MHDAS current clinicalguidelines, policies, protocols and procedures –assessed through incident reports and auditsAttendance at line management sessions – individual8 of 12 per year or group 8 of 12 per year, asevidenced by record of attendance |
| Professional Development and Education | Participate in regular training and education for theAssociate Nurse Unit Manager groupProvide education and supervision and guidance tostudent nurses as required.Participate in group education and treatmentprograms for consumers/carers/families.Participate in Professional Development Education.Participate in Annual mandatory trainingBe competent in the use of the foundation clinicaldatabase and other relevant databases of the BarwonHealth Mental Health Service – TCM, BOSS, RiskmanEnsure compliance with National Framework forDecision Making by Nurses and Midwives on Scopesof PracticeMaintain annual registration requirements andcontinuing professional development (CPD) standardsoutlined by APHRA through participation in relevanteducational programs | Feedback from MHDAS Education TeamParticipation in education sessions and feedback fromtherapeutic team leaderEvidence of completion of identified corecompetencies and professional developmentactivities.Evidence of competency and training in the use ofTCM and the sharing of critical clinical informationwithin and outside the team in all formsNational Framework for Decision Making by Nursesand Midwives on Scopes of Practice requirements metCPD requirements met and documentedDemonstrated completion of mandatory training |
| Quality and Continuous Improvement | Maintains awareness and adherence to BarwonHealth policies and procedures at all timesMaintain awareness and adherence to clinical andprofessional standards and clinical practice guidelinespertaining to aspects of service delivery for the serviceParticipate in the Quality Improvement Program of theAcute Unit to ensure targets are met as part of theBarwon Health ACHS EQUIP program foraccreditation and the National Mental HealthStandards implementation program.Practice in accordance with the relevant health care orindustry standardsMaintain daily statistics and produce reports asdirected relevant to all clinical activities includingoutcome measurement toolsParticipate in team discussion and analysis of dataprovided though the quality and risk managementframework and team specific recorded data to supportideas for continuous improvement activities for theteamUtilise the Riskman protocols to record incidentsrelevant to risk management on all levels.Contribute to the development, implementation andevaluation of policies and guidelinesUnderstand the application of National Safety andQuality Standards to ensure compliance withapplicable regulatory bodies is maintained. | Participation and compliance with all MHDAS clinicalteam audits and implementation of recommendationsin partnership with the Unit managerParticipation in and completion of an annualPerformance Appraisal aligned with the positiondescriptionEvidence via line management records ofunderstanding and compliance with Barwon Healthpolicies and procedures, and clinical and professionalstandardsRegular participation in relevant service qualityprojects in line with organisational mission and valuesWith support from the Nurse Unit Manager, participatein quality improvement projects within the acuteservice and as identified through line supervisionrecordsParticipation in review of practices and improvementprojectsCompliance with all MHDAS clinical team audits andrecommendationsCompletion of Outcome Measures as requiredAdherence to National Safety and Quality StandardsAdherence to applicable health care or industrystandards |
| 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
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| 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
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| 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**
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| **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
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| **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
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