

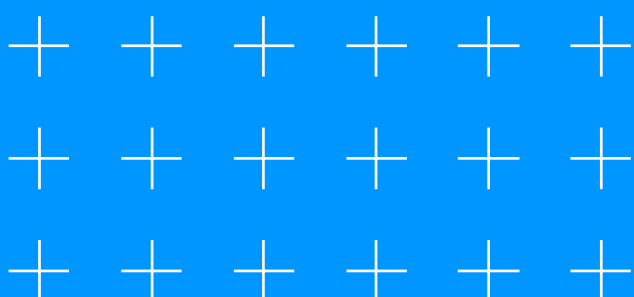


The Royal
Melbourne
Hospital

Leading with kidness People first

Could this be
you?

Join The Royal
Melbourne
Hospital Aged
Residential
Mental Health
Team



Position Description

Nurse Unit Manager

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Position Title:	Nurse Unit Manager
Service and Location:	Residential Aged Care Service - McLellan House
Reports To:	Director of Nursing residential services
Enterprise Agreement:	Victorian Public Sector Mental Health service Enterprise agreement 2016-2020
Classification:	NP51 RPN Grade 5
Employment Status:	Full Time
Immunisation Risk Category:	Category A
Date of Review:	July 2021

The Nurse Unit Manager is responsible for the operational, financial and clinical governance within the Residential Aged Care Facility. The Manager will lead the multidisciplinary team to deliver high quality person centred care, which is culturally sensitive and safe practice. McLellan House is a specialist mental health age residential facility supporting residents with mental health illness and complexity of care and social needs that would not managed in a mainstream residential facility. McLellan House residents are higher functioning and the facility operates a social and life style model maintaining the best life style for their residents. The NUM will require a high level of skill and knowledge in Mental health and clinical deterioration. The Manager is responsible for ensuring clear leadership and guidance for staff and residents following and promoting the Melbourne Health values.

- Leadership skills in managing a multidisciplinary team
- Resident focus care
- Focus on Quality improvement to improve care and life style of the residents

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, residents, carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback and also give feedback on staff that directly report to you including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Manage feedback comments and complaints received
- Attend meetings required in the position of NUM
- Monitor and report monthly on required KPI data
- Lead your team in the compliance to the Aged Care Quality and Safety Standards and manage the accreditation process in the facility.
- Contribute to organisation-wide and service/division initiatives with quality improvements and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up
- Financial budget responsibility regarding managing the revenue for the ACFI funding process and the monthly budget review to operate within your allocated budget.
- Clinical leadership for mental and physical health
- Lead the team in a high level of clinical care of the residents attending clinical reviews and maintaining open communication with residents and carers, families.

Internal	External
<ul style="list-style-type: none"> • Executive Director of Residential Age Care services • Director of Residential Age Care services • All staff that directly report to the NUM • Psychiatrist • Finance department • CNE , NDIS coordinator, Quality and logistic • Residential Aged Care NUM's in the service 	<ul style="list-style-type: none"> • Mental Health Teams • Allied Health service • GP service • NDIS services • Aged Care quality and safety Commission • National Disability Insurance Commission

Formal Qualifications

- Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
- Bachelor degree in Mental Health Nursing

- ### Essential:

- Desirable:

- Previous experience in Aged Residential Care
- Experience working within the aged Mental health role
- Knowledge of Mental Health Act
- Knowledge of Age Care Accreditation process and the Aged care principles

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Position Description for NUM July 2021

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