



POSITION SPECIFICATIONS

Position Title:	Nurse Unit Manager – General Medical/Palliative Care
Job Type:	Full-time
Region:	Rockhampton, Queensland
MH&ACCQL Facility:	Mater Misericordiae Hospital – Rockhampton
Closing Date:	Open until filled
Classification:	Level 3 Registered Nurse
Enterprise Agreement:	Mercy Health and Aged Care Central Queensland Limited & QNU Nursing Enterprise Agreement 2016 - 2017 Currently attracting a minimum hourly rate range of: \$56.16 - \$60.18
Reporting to:	Director of Nursing

ENQUIRIES CONTACT

Enquiry Contact:	Kerrie Bielenberg
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POSITION STATEMENT:

The Nurse Unit Manager ("NUM") will be responsible for the safe, efficient and effective leadership and management of the 30 bed general medical ward (Mercy Boyan). The NUM will be responsible for patient outcomes, collaborative relationships with stakeholders, business management and leadership.

A full **Position Description** is available following these specifications.

APPLY: To apply please return to where the vacancy is listed and click "apply online" which will direct you to SEEK.

OTHER INFORMATION:

- Registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) is essential.
- Current knowledge and demonstrated experience in the application of Australian Council on Healthcare national standards is essential.
- Preferable that candidates have a minimum of 5 years' relevant experience in a clinical leadership role.
- Strong interpersonal skills are essential to develop and maintain rapport with clinicians and staff.

POSITION DESCRIPTION

Position Title: Nurse Unit Manager		Agreement: Mercy Health and Aged Care Central Queensland Limited & QNU – Nursing – Enterprise Agreement 2016-2017	
Location: Mater Misericordiae Hospital – Rockhampton		Classification: Level 3	
Approved by: Director of Nursing		Reports to: Director of Nursing (Rockhampton) Assistant Director of Nursing (Gladstone)	
Original Date: 08/08	Revision No: 4	Revision Date: 04/18	Page 1 of 3 Page/s

1.0 Mercy Health and Aged Care Central Queensland Limited Mission and Values:

The Nurse Unit Manager will undertake a commitment to the Mission, Philosophy and Objectives of Mercy Health and Aged Care Central Queensland Limited ("MH&ACCQL"), and endeavour to promote the organisation's ethos and values in all actions and activities related to their position

2.0 Position Statement:

The Nurse Unit Manager will be responsible for the safe, efficient and effective leadership and management of their designated department. The NUM will be responsible for patient outcomes, collaborative relationships with stakeholders, business management and leadership.

3.0 Key Effectiveness Areas:

- 3.01 Mission & Values
- 3.02 Clinical Services Leadership & Management
- 3.03 Human Resource Management
- 3.04 Other Responsibilities

4.0 Key Position Responsibilities:

4.1 Mission and Values

- Promote the Mission and Values of Mercy Health and Aged Care Central Queensland Limited;
- Participate in Mercy celebration and traditions;
- Attend mandatory annual Mission in-service; and
- Adhere to and promote the ethos and standards expressed in the Pocketbook of Excellent and Integrity in the Workplace handbooks.

4.2 Clinical Services Management

- Apply sound clinical practice which ensures a safe environment and promotes optimal health;
- Be responsible for ensuring clinical procedures and all elements of the department's nursing practice are current, best practice and evidence based;
- Communicate consistently and effectively across the multidisciplinary team to promote a transparent supportive environment that is focused on the delivery of high quality health care and strong patient outcomes;
- In a timely manner assess and respond appropriately to clinical issues and nursing concerns;

- Ensure all staff fully complete and comply with appropriate documentation so that communication of the patient journey is properly represented;
- Encourage both clients and customers to engage with the organisation in improving quality services by the use of the Feedback form;
- Establish and maintain effective formal and informal communication mechanisms that engage with both internal and external health professionals in the delivery of high quality multi-disciplinary care;
- Ensure that clinical activities within the ward and associated services remain within the hospital's delineated role, and comply with the Clinical Guidelines under the Private Health Facilities Act;
- Provide financial management, budget preparation and cost control within the designated department;
- Consistently monitor, review and take action to ensure material resource levels are within agreed budget parameters;
- Identify and develop sound business cases in relation to new or additional staff appointments, capital acquisitions, new clinical services and/or other significant projects in collaboration with the Director of Nursing or Hospital Manager;
- Develop and deliver formal and informal reports/documentation to the Executive on the Department's performance and outcomes as required;
- Consistently evaluate and provide recommendations for change in respect of existing protocols, standards, policies and systems so as to promote greater efficiencies and quality outcomes in line with unit specific standards, regulations and legislation.

4.3 Human Resource Management

- Liaise with the Director of Nursing or Hospital Manager in respect of high level staff management matters and decisions. This may include matters of conduct, performance, recruitment, selection, orientation and termination within the designated Department and ensure all processes are conducted in line with organisational policies;
- Develop and monitor Unit/Department rosters that support the Hospital's model of care and safe service delivery;
- Identify and implement appropriate training initiatives and development opportunities for all staff;
- Utilise collaborative practice, influence and advanced communication to build a high performing team;
- Undertake performance appraisals in accordance with the organisation's policies;
- In a timely manner manage the implementation of performance/conduct management strategies when required;
- Proactively manage any staff grievances that arise and consult with the Director or Nursing or Hospital Manager as required;
- Assist in the review and update of staff position descriptions as appropriate;
- Diligently monitor and authorise staff time and attendance records and leave applications as stipulated in the organisation's Delegations Manual;
- In consultation with the Director of Nursing or Hospital Manager maintain an effective and current succession plan to anticipate absences as a result of leave or separation;
- Ensure all staff are kept up-to-date on departmental performance and other relevant issues through efficient and effective communication;
- Ensure the effective/efficient use of all human resource functions, work practices and procedures and appropriate documentation is maintained.

4.4 Other Responsibilities

- Accept, adhere and promote Workplace Health and Safety requirements, appropriate standards and risk management guidelines to ensure health and safety obligations are met to maintain a safe working environment;
- Participate in meetings and forums as required;
- Foster a cooperative work environment and maintain open communication through effective interpersonal skills and appropriate forums;
- Participate in and recommend quality activities aiming to improve work practices to exceed customer expectations;
- Participate in in-service programmes to assist in personal development and to satisfy the objectives of the organisation;
- Accept individual responsibility and accountability for own performance and professional development;
- Accept and adhere to all policies and procedures of MH&ACCQL and the Corporate Office; and
- Undertake other duties/responsibilities as directed by the Director of Nursing, Hospital Manager or other designated authority(s).

5.0 Qualifications and Experience:

5.1 Essential

- 5.1.1 Current registration with the Australian Health Practitioners Regulations Agency (AHPRA) with no restrictions;
- 5.1.2 Minimum five (5) years' relevant experience in an acute care facility;
- 5.1.3 Knowledge and experience of the designated Departments requirements and standards;
- 5.1.4 Prior comparable experience in a leadership/supervisory role in a health care environment.

5.2 Desired

- 5.2.1 Postgraduate qualifications in nursing ideally within the designated area of nursing;
- 5.2.2 Membership and active participation in relevant or professional organisation/association;
- 5.2.3 Demonstrated analytical and report writing skills.
- 5.2.4 Demonstrated leadership, human resource and business skills.