

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Associate Nurse Unit Manager Perioperative Services</b>
<b>Reports to (Title)</b>	<b>Nurse Manager</b>
<b>Group Director/ Chief</b>	<b>Group Director Nursing and Clinical Education</b>
<b>Department</b>	<b>Nursing Services</b>
<b>Position Location</b>	<b>Perioperative Services - Malvern</b>
<b>Award/Agreement</b>	<b>Salary &amp; Conditions in accordance with Contract of Employment</b>
<b>Delegation of Authority Level</b>	

### Position Summary & Role Purpose

The Associate Nurse Unit Manager in Perioperative Services uses clinical knowledge and management experience/skills to provide leadership and operational direction to the department. They will support the Nurse Manager with accountability for the delivery of nursing care within the defined scope of practice; outcomes of patient care delivery; quality and safety; professional development of staff; and the efficient and effective management of human, financial and material resources within the Delegation of Authority.

The Associate Nurse Unit Manager works in collaboration with the Nurse Manager to support a continuous improvement culture and ensure the clinical service systems are in place to deliver the right care, to the right patient, at the right time, in the right place with the right skill for the right cost.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- Demonstrates a deep level of personal insight that supports an environment of fairness, equity, and respect of all, and fosters a culture of ambition and success
- Being the first point of contact for staff (after hours and on weekends and in the absence of the Nurse Manager) to report risk and escalate accordingly
- Managing patient complaints and concerns in conjunction with the multidisciplinary team according to hospital policy
- Coordinates and oversees the delivery of patient care, communicating and escalating issues to appropriate staff as per hospital policy and ensuring follow up
- Demonstrates positive role modelling behaviour for colleagues including standards of excellence and leadership in accordance with Cabrini policy
- Providing support and guidance to staff when required to assist in problem solving
- Liaise with medical staff key MDT stakeholders to facilitate admission to Perioperative Services
- As the deputy for the Nurse Manager in hours and after hours, coordinates the management and safety of the site. This is inclusive of medical and non-medical emergencies and escalating this to key departments, such as Engineering, Work Health Safety etc.
- Highly developed communication skills- including verbal, non-verbal and written
- Is a strong patient and family advocate

- Uses clinical knowledge, experience, and skills to provide leadership and operational direction for their clinical speciality and is decisive, inclusive, and responsive in decision making
- Develops respectful professional relationships with key medical, allied health, pharmacy, infection control, administrative, domestic, and catering staff, as well members of the patient and family register, volunteers, and other key support services
- Is proactive in evaluating and redefining clinical practice and driving clinical change
- Demonstrates a working knowledge of AS 4187 and Perioperative Standards (ACORN) and ensures these standards are implemented.
- Acts as a clinical staff preceptor for staff when required
- Supporting and promoting the services specific continuous quality improvement program
- Participates in interviews for staff selection when required
- Undertakes a personal performance appraisal at least annually

## **1.2 Operational Responsibilities**

- Holds accountability for the department when the Nurse Manager is not present
- Holds accountability for delegated portfolios
- Ensures staff are working within scope of practice are credentialed to work within perioperative services.
- Acts as the emergency response coordinator according to local and organisational policy
- Managing daily staffing and allocation according to the specific needs of the surgical session allocated and the skills and experience of the staff
- Able to risk assess, prioritise, and arrange patient flow on the operating list order as per infection control policies
- Assist the Nurse Manager with appropriate staff rostering for specific perioperative specialities
- Ensuring equipment are used efficiently and repairs are affected promptly
- Is knowledgeable of equipment maintenance system and reporting
- Ensure daily consumables are available for surgeon needs, stock par levels are reviewed and maintained.
- Liaises with speciality surgical teams to ensure appropriate capital expenditure requirements are identified and submitted to Material Resource Manager.
- Liaise with speciality surgical teams and clinical product advisors to ensure backorder products are communicated and appropriate agreed alternative products are sourced intime for surgery
- Is always assessing professional development opportunities for staff in the department
- Contributes to the bed management meeting with a whole hospital view respecting always the aim of allocation of the right patient to the right bed at the right time
- Is knowledgeable of all patients' goals, overall treatment plans and issues on their shifts
- Ensures that all appropriate staff are involved in patient care planning
- Manages staff performance and ensures skills development and performance review
- Is accountable for the efficient utilisation of human and material resources
- Ability to balance care needs versus budgetary constraints
- Ability to communicate decisions regarding resource management

## **1.3 Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

#### **1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging, and monitoring the continuing development of others within a learning culture.

## **2. Work Health and Safety**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients, and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes, and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents, and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents, and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

## **3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high-quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

## **4. Child Safety**

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

- Reports directly to the Nurse Manager
- Maintains a close collaborative working relationship with the clinical leadership team
- Maintains a close collaborative working relationship with the surgical and anaesthesia leadership team
- Maintains a close collaborative working relationship with the Clinical Product Advisors, Material Resource Manager and Logistics purchasing buyers.

### **Committee Membership**

**The Associate Nurse Unit Manager will participate as a member of the following committees:**

- Relevant external committees as a representative of Cabrini
- As directed by the Nurse Manager

### **Staff Development**

**The Associate Nurse Unit Manager will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

### **Key Competencies**

**The Associate Nurse Unit Manager must demonstrate the following requirements:**

#### **ESSENTIAL**

##### **Educational/Vocational**

- Holds, or is working towards, a postgraduate certificate in the area of expertise or nursing/midwifery

##### **Registration**

- Registered Nurse and/or Midwife with AHPRA

##### **Experience**

- A minimum of three years' experience at a clinical standard appropriate to the area of appointment

##### **Knowledge**

- Cabrini Strategic Plan
- Cabrini's Policies and Protocols
- Kronos
- Chris 21
- Patient Administration System
- Workday

### **Conditions of Employment**

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

### **Cabrini Mission, Values and Behaviours that Matter**

#### **Our mission**

#### **WHO WE ARE**

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

#### **WHAT WE BELIEVE**

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

## **WHAT WE DO**

We provide excellence in all of our services and work to identify and meet unmet need.

### **Our values**

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

#### **Compassion**

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

#### **Integrity**

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

#### **Courage**

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

#### **Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

### **Behaviours that matter**

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

**We are committed to safety and quality:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

**We are here to provide service:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

**We work together to achieve the best outcome:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

**We exhibit a positive attitude:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

**We want to build a just and sustainable community:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

**APPROVAL**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**

**Authorised:**

  
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**Group Director Nursing and Clinical Education**

21 November 2022  
**Date**