

Position Description

Position Title	Nurse Unit Manager		
Division	Division of Clinical Operations		
Classification	RN NUM – YEAR 1 – 3 (YZ11 – YZ33)	Employment Status	
Position reports to	Director, Clinical Operations		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

The Royal Children's Hospital

The Royal Children's Hospital (RCH) in Melbourne is a leading provider of specialist public health services for children and adolescents and is the major specialist paediatric hospital in Victoria, caring for children from Tasmania and southern New South Wales as well as other states around Australia and overseas.

With a staff of over 4,500 and an annual operating budget of over \$500M RCH has an international reputation as a centre of clinical excellence and is a state-wide teaching, training and research hospital providing tertiary, secondary and primary infant, child and adolescent health services.

RCH has a variety of research and academic partners including the Murdoch Children's Research Institute (MCRI), and the University of Melbourne and other tertiary institutions for teaching medical and nursing students and for postgraduate study and medical research as well as a number of community based partners.

Further information on RCH is available at www.rch.org.au

ROLE PURPOSE

To provide management of and leadership to staff within the designated ward/unit by ensuring that clinical practice and delivery of care provided by staff is consistent with RCH expectations of Great Care and Australian Nurses and Midwifery Council standards. Is responsible for the delivery of comprehensive, safe and evidence-based practice to facilitate optimal health outcomes for all patients.

KEY ACCOUNTABILITIES

Direct Comprehensive Care

- Clinical competence: Provides and ensures clinical nursing is delivered competently with the goal for excellence in nursing care.
- Zero harm, patient safety: Acts to ensure; zero harm and safety for all patients, and promotes the rights of the child.

Support of Systems

- Timely access: Leads efficient patient flow through the RCH to ensure the right patient receives the right care in the right place at the right time.
- Zero harm, safe environment: Anticipates and provides a safe and zero harm environment to all staff, patients and families.
- Sustainable healthcare: Responsible for sustainable healthcare and the efficient management of resources for present and future demand.
- People management: Leads and maintains a safety culture for staff.
- Standards: Practices in accordance with legislation affecting nursing practice.

Education and professional development

- Staff development: Maintains an environment that enables continuing professional development for self and nursing staff.
- Staff education: Supports staff to access regular, ongoing relevant general and specialist educational opportunities.

Research and Quality

- Continuous improvement: Actively participates in and leads continuous improvement through change management and project management.

- Positive experience, zero harm: Ensures systems are in place that promotes and advocates the safe, supportive environment for patients, families and staff.
- Evidence based practice: Practices within an evidence based framework to ensure best practice is maintained.

Professional Leadership

- Being present: Is accessible and identifiable to staff, patients and families as the ward/unit operational manager and professional nursing leader.
- Interaction: Communicates professionally and effectively with the multidisciplinary team, patients and families.
- Guidance: Provides guidance, leadership, mentoring and support to all staff to assist them reaching their full potential.
- Contribution: Effectively contributes to the team and The RCH to achieve Great Care.

QUALIFICATIONS AND EXPERIENCE

- Nursing registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Post Graduate qualification in the area of practice (desirable).
- Previous experience in paediatrics (desirable).
- Minimum of five years nursing experience.
- Evidence of on-going professional development as reflected in Professional Practice Portfolio.

KEY SELECTION CRITERIA

To be successful in the role of NUM, you will be able to demonstrate:

- Ability to meet key accountabilities
- Well-developed management and leadership skills.
- Strong professional nursing knowledge and practice
- Strong interpersonal and communication skills both written and verbal.
- Demonstrated ability to work within a multidisciplinary team and autonomously.
- Effective time management and organisational skills.
- Ability to work well under pressure and be flexible to changing priorities and environment.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children’s Hospital Values:

- Unity - We work as a team and in partnership with our communities.
- Respect - We respect the rights of all and treat people the way we would like them to treat us.
- Integrity - We believe that how we work is as important as the work we do.
- Excellence - We are committed to achieving our goals and improving outcomes.

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.

QUALITY, SAFETY AND IMPROVEMENT

RCH Employees are required to:

- Act in accordance and comply with all relevant Safety and Quality policies and procedures.
- Participate in and contribute to quality improvement programs and commit to RCH Values.
- Comply with the Requirements of the National Safety & Quality Health Service Standards.
- Comply with all relevant clinical and/or competency standards.
- Comply with the principles of Patient and Family Centred Care that relate to this position.

Position Description Last Updated

June 2016