

## Position Description

<b>Position title</b>	Associate Nurse Unit Manager
<b>Department / Division</b>	
<b>Classification</b>	ANUM Year / NM YW
<b>Position reports to</b>	Operational: Nurse Unit Manager Professional: Nurse Unit Manager
<b>Direct / indirect reports</b>	n/a
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids

### The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

## ROLE CONTEXT

## ROLE PURPOSE

The Associate Nurse Unit Manager (ANUM) provides essential support to the Nurse Unit Manager in the leadership and management of the ward / unit / service. The ANUM plays a critical role in ensuring the delivery of high-quality, patient and family centred care, and contributes to the overall operational efficiency of the organisation. The ANUM manages day-to-day activities, coordinates resources, enables patient flow, and supports the team. This role requires a strong combination of clinical, managerial, operational, and interpersonal skills to drive performance and foster a positive work environment.

## KEY ACCOUNTABILITIES

### Clinical Practice

- Provide and ensure the delivery of safe, high quality, evidence-based nursing care
- Ensure patient and family needs are addressed, care delivered, and treatment evaluated to achieve optimal outcomes and timely discharge
- Advocate for the rights and preferences of patients, ensuring that care is delivered with compassion, cultural sensitivity, and respect for diversity
- Support and guide nursing staff in addressing complex patient care needs and fostering a patient and family centric approach
- Collaborate with healthcare professionals to promote interdisciplinary care and facilitate patient flow and access

### Optimising Health Systems

- Effectively use information systems to manage shift-to-shift operations, including staffing, resource allocation, patient flow, and coordination
- Communicate and collaborate effectively with key stakeholders to optimise bed utilisation and ensure appropriate patient placement
- Support adherence to procedures and regulatory standards set by the Royal Children's Hospital, Australian Commission on Safety and Quality and the Nursing and Midwifery Board of Australia

- Promote and support a culture of safety, continuous improvement, and risk management within the unit

### **Education**

- Provide culturally and cognitively appropriate healthcare education to patients and their families on conditions, treatment plans, and self-care strategies
- Facilitate the professional development of nurses through role modelling, mentoring and coaching
- Assist in identifying staff training needs and collaborate with the education team to coordinate opportunities and enable access to relevant education
- Maintain currency with evidence-based practices, research findings, and educational resources relevant to the specialty area

### **Research and Improvement**

- Contribute to quality by identifying areas for improvement, undertaking clinical audits, participating in incident management, and discussions with Nurse Unit Manager
- Monitor and evaluate clinical practice, and implement changes to enhance patient outcomes in collaboration with the multidisciplinary healthcare team,
- Contribute to the integration of nursing research findings into clinical practice, promoting a culture of evidence-based care
- Support staff involvement in research activities and stay informed about current nursing research

### **Professional Leadership**

- Act as a positive role model and uphold professional conduct
- Provide strong leadership, guidance, and support to nursing staff, promoting a positive and collaborative culture
- Promote teamwork, collaboration, and effective communication among nursing team encouraging a supportive and respectful work environment
- Collaborate with the NUM and other leaders to develop and implement initiatives that align with RCH strategic plan and organisational priorities

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential:**

- Current registration as a Registered Nurse with the Nursing and Midwifery Board of Australia (NMBA) administered through the Australian Health Practitioner Regulation Agency (APHRA)
- Demonstrated commitment to ongoing personal and professional development, as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP)
- Relevant clinical experience

### **Desirable:**

- Relevant Post Graduate qualification
- Leadership / management experience

## KEY SELECTION CRITERIA

- Commitment to ensuring safe, quality care for all patients and their families
- Demonstrated leadership skills, including the ability to effectively motivate, and collaborate with a multidisciplinary team
- Knowledge of Australian Commission on Safety and Quality National Standards
- Excellent communication skills, both verbal and written, to effectively interact with staff, patients, families, and other healthcare professionals
- Ability to lead and influence others, delegate tasks, and promote teamwork and staff engagement
- Well-developed time management and organisational skills
- Ability to work well under pressure and be flexible to changing priorities
- Engages with information systems to support delivery of timely care

## OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

## IMPORTANT INFORMATION

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

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others

- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

**QUALITY, SAFETY AND IMPROVEMENT**

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

**Position description last updated**

**April 2024**