

## Position Description

<b>Position title</b>	Associate Nurse Unit Manager (ANUM)		
<b>Department / Division</b>	Operating Theatres		
<b>Classification</b>	YW11- YW12	<b>Employment Status</b>	Full time ongoing 80 hours with ADO
<b>Position reports to</b>	NUM Operating Theatres		
<b>No. of direct &amp; indirect reports</b>	0		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital's (RCH) vision is <i>A world where all kids thrive</i>.</p> <p>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.</p> <p>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.</p> <p>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 <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>
<b>ROLE PURPOSE</b>
<p>Delegated responsibility from the Nurse Unit Manager to provide management and leadership to staff, ensuring clinical practice is consistent with RCH expectations of Great Care and Australian Nurses and Midwifery Council standards. Whilst rotating through all shifts- AM, PM and Night duty, is responsible for the delivery of comprehensive, safe and evidence-based nursing practice to facilitate optimal health outcomes for all patients.</p>

## KEY ACCOUNTABILITIES

It is an expectation that ANUM work under the delegation of and in conjunction with NUM to meet the following standards:

### 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: Contributes to 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: Contributes to sustainable healthcare by efficiently managing resources for present and future demand.
- People management: Conducts and maintains a professional safe team culture.
- 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 all staff to access regular, ongoing relevant general and specialist educational opportunities.

### Research and Quality

- Continuous improvement: Actively participates in and leads continuous improvement in the ward/unit.
- Positive experience, zero harm: Leads systems that promote and advocate a safe, supportive environment for patients, families and staff.
- Evidence based practice: Practices within an evidence based framework to ensure best practice is delivered.

### Professional Leadership

- Being present: Is accessible and identifiable to all staff, patients and their families as the operational manager/leader of the shift.
- 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: Contributes to the team and The RCH in the delivery of Great Care.

## 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 (AHPRA)
- Post Graduate qualification in the area of practice is desirable.
- Previous paediatric or management experience is highly regarded.
- Evidence of on-going professional development as reflected in Professional Practice Portfolio (PPP)

#### 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's Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### KEY SELECTION CRITERIA

- Ability to meet key accountabilities
- Commitment to ensuring safe, quality care for all patients and their families
- Well-developed leadership skills.
- Strong interpersonal and communication skills both written and verbal.
- Demonstrated ability to work effectively within a multidisciplinary team and autonomously.
- Well-developed time management and organisational skills.
- Ability to work well under pressure and be flexible to changing priorities.

#### 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's 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:

- 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

#### 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 LGBTIQI community and people with disability.**

<b>Position description last updated</b>	<b>March 2023</b>
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