

## ***JOB DESCRIPTION***

**VACANCY NUMBER**      **6399N**

**ORGANISATION:**            **KYABRAM & DISTRICT HEALTH SERVICES**

**JOB TITLE**                    **NURSE UNIT MANAGER - PERIOPERATIVE**  
**SERVICES**

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### **POSITION SUMMARY**

**Kyabram & District Health Services in Australia is currently recruiting for a Nurse Unit Manager- Perioperative Services. This position reports to the Director of Clinical services and is a member of the Leadership Team. Kyabram & District Health Services is in northern Victoria; just over 2 hours drive from Melbourne with proximity to snowfields, Murray and Goulburn rivers and lakes, and wineries.**

<b>Position Title:</b>	<b>Nurse Unit Manager</b>
<b>Executive Manager:</b>	Director of Clinical Services
<b>Department:</b>	Perioperative Services
<b>Cost Centre:</b>	A8003
<b>Employment Conditions:</b>	Nurses (Victorian Health Services) Award 2000 and Nurses (Victorian Public Health Sector) Multiple Enterprise Agreement 2007 – 2011 and its successors
<b>Code and Classification:</b>	Registered Nurse NUM Year 1 – Year 3 (YZ11 – YZ33)
<b>Reporting To:</b>	Director of Clinical Services
<b>Direct Reports:</b>	Registered and Enrolled Nurses, Instrument Technician
<b>Performance Review</b>	Upon completion of 6 months probationary and qualifying period and annually or as requested thereafter
<b>Key Selection Criteria:</b>	<p><i>Mandatory:</i></p> <ol style="list-style-type: none"><li>1. Current registration with the Nursing and Midwifery Board of Australia</li><li>2. Post Graduate qualifications in Perioperative Nursing</li><li>3. Demonstrated experience as a manager with an ability to initiate, lead and manage change in a team environment.</li><li>4. Sound financial management and strategic management skills.</li><li>5. A proven ability to translate our values into organisational culture.</li><li>6. Extensive clinical skills and knowledge of contemporary perioperative nursing practice.</li><li>7. Working knowledge of the ACORN Standards.</li><li>8. Satisfactory Police Check upon commencement</li></ol> <p><i>Desirable:</i></p>

## HEALTH SERVICES INFORMATION

### Our Purpose

To enhance the life of everyone in our community through a focus on health and well being.

### Our Vision

We will work with others and are an integral part of our community. Our belief is that we must constantly learn and adjust to meet the involving needs of our world. We support people to make the most choices for a Healthy Life.



### POSITION PURPOSE

- The Nurse Unit Manager provides a professional link between Perioperative Services and the Executive Management Team by demonstrating accountable management and administration of Perioperative Services.
- The Nurse Unit Manager will ensure provide high-level care is provided for patients within Kyabram and District Health Services structure and fiscal resources.
- As a member of the clinical care group, the Nurse Unit Manager initiates, contributes to and participates in strategic and policy discussions for the benefit of quality patient care.
- The Nurse Unit Manager is accountable for specific projects nominated by the Chief Executive Officer and Director of Clinical Services.
- The Nurse Unit Manager provides leadership and direction for the provision of quality patient focused care across the facility through promotion of values and best practice principles in line with relevant standards
- To initiate and implement innovative policies and procedures and actively participate in corporative and clinical initiatives.

As a member of the Clinical Services team, the appointee will provide leadership in achieving and upholding Kyabram & District Health Services Purpose, Vision and Values.



### KEY EFFECTIVENESS AREAS

K.E. 1	DESCRIPTION
<p><b>Personal &amp; Professional Development</b></p> <p><i>Demonstrated experience and understanding of the need for continuation of both personal &amp; professional development.</i></p>	<ul style="list-style-type: none"> <li>Continually develop both personally &amp; professionally to meet the changing needs of your position, career &amp; industry.</li> <li>Attend all mandatory training sessions provided by KDHS and be actively involved in other training &amp; development as required.</li> <li>Actively participate in the Performance Management process as required.</li> <li>Maintain clinical assessment and care skills to support staff and ensure best outcomes for patients</li> <li>Maintain awareness of current trends in perioperative services.</li> </ul>
K.E. 2	DESCRIPTION
<p><b>Customer Service</b></p> <p><i>Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.</i></p>	<ul style="list-style-type: none"> <li>Achieve excellence in customer service, identifying that customers include patients, clients and residents, visiting health professionals, all staff employed by the Health Service, visitors and the community we are here to serve.</li> <li>Act in a professional manner at all times and positively promote the Health Service when dealing with internal &amp; external customers.</li> <li>Maintain confidentiality on all issues relating to the organisation, the clients &amp; fellow colleagues.</li> <li>Treat all clients with respect &amp; equality, whilst being responsive to their needs.</li> <li>Maintain a professional and pleasing telephone manner and be responsive to telephone inquiries.</li> <li>Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times.</li> <li>Recognise and report compliments and complaints by customers.</li> </ul>
K.E. 3	DESCRIPTION
<p><b>Administration &amp; Documentation</b></p> <p><i>Through the use of the KDHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i></p>	<ul style="list-style-type: none"> <li>Ensure that all documentation is accurate and completed in a professional and timely manner.</li> <li>Adhere to the Health Services Privacy Policy as it is a condition of employment. Any breach of the rules of privacy/confidentiality relating to the Health Services business, patients or medical records will result in disciplinary action and / or dismissal or a possible fine under the conditions of the Health Services Act (Vic).</li> <li>Maintain the integrity and confidentiality of patient records</li> <li>Ensure adequate reference material is available to meet contemporary practice standards</li> <li>Participate in relevant committees and prepare and submit reports as required by CEO /DOCS</li> <li>Maximise the effectiveness of computer technology through education.</li> <li>Support staff in the collection and analysis of data for care planning and improving services in line with ACORN Standards</li> </ul>



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<b>K.E. 4</b>	<b>DESCRIPTION</b>
<p><b>Technical Skills &amp; Application</b></p> <p><i>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.</i></p>	<ul style="list-style-type: none"> <li>• Develop systems to ensure compliance of the ACORN Standards</li> <li>• Maintain clinical and support staffing at safe and efficient levels within the context of the Perioperative Services budget and the Enterprise Bargaining Agreement.</li> <li>• Ensure processes are in place which support staff health and safety, equal opportunity, injury management, and antidiscrimination</li> <li>• Comply with Kyabram Health Services standards for recruitment, induction, retention, and ongoing development of staff</li> <li>• Ensure safe practice and quality of service is supported by appropriate skill mix and staff competency.</li> <li>• Ensure performance management strategies are implemented.</li> <li>• Manage workplace relations in a transparent manner according to our values.</li> </ul>
<b>K.E 5</b>	<b>DESCRIPTION</b>
<p><b>Teamwork &amp; Communication</b></p> <p><i>Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of KDHS.</i></p>	<ul style="list-style-type: none"> <li>• Be aware of, and practice according to, KDHS mission, objectives core values and strategies.</li> <li>• Demonstrate the ability to work consistently positively within a team to achieve team goals.</li> <li>• Foster effective working relationships within departments and between departments and resolve any conflict in accordance with Health Service procedures and our Values.</li> <li>• Ensure that all communication is professional, is channeled through the appropriate lines according to this Position Description and Health Policies and Procedures.</li> <li>• Represent the Department, participate in Departmental Managers activities and promote positive internal and external working relationships</li> </ul>
<b>K.E. 6</b>	<b>DESCRIPTION</b>
<p><b>Quality / Safety and Risk Management</b></p> <p><i>Commitment to ensuring quality services are delivered to both internal &amp; external clients through the quality, safety and risk management system.</i></p>	<ul style="list-style-type: none"> <li>• Act in accordance with all relevant external legislation &amp; internal KDHS policies and procedures that relate to this position and the organisation.</li> <li>• Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards.</li> <li>▪ Participate and contribute in occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors.</li> <li>▪ Minimise exposure to incidents of infection / cross-infection of patients, residents, staff, visitors and the general public by adhering to the Health Services Infection Control policies and procedures.</li> <li>▪ Cooperate with the Health Services Occupational Health, Safety and Risk policies and to participate in appropriate safety education and evaluation activities.</li> <li>• Identify and manage clinical and non-clinical risk</li> <li>▪ Facilitate the development and management of safe working practices and a safe environment including No Lift practices</li> </ul>



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**OTHER POSITION REQUIREMENTS**

- Statements included in this position description are intended to reflect in general the duties and responsibilities of the position.
- Management may alter this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

**Inherent Physical Requirements**

Kyabram and District Health Services has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

<p><b><u>1 Nursing / Patient Care Role</u></b></p> <ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ work at other locations may be required</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<p><b><u>2. Maintenance / Hotel Services / Food Services Staff Role</u></b></p> <ul style="list-style-type: none"> <li>▪ manual handling (pushing, pulling, lifting)</li> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic outdoor work</li> <li>▪ operating machinery</li> <li>▪ sitting, standing, bending, reaching, holding, lifting</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ work at other locations may be required</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<p><b><u>3 Clerical / Administration Role</u></b></p> <ul style="list-style-type: none"> <li>▪ manual handling (pushing, pulling, lifting)</li> <li>▪ sitting, standing, bending, reaching, holding, lifting</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general</li> <li>▪ pushing and pulling trolleys / filing</li> <li>▪ work at other locations may be required</li> <li>▪ <b>shift work in some roles</b></li> </ul>
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Approved By: \_\_\_\_\_ Supervisor Date: \_\_

Accepted By: \_\_\_\_\_ Incumbent Date: \_\_

\_\_\_\_\_ Print Name

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