



# Associate Nurse Unit Manager

**DEPARTMENT:** Care Services  
**RESPONSIBLE TO:** Executive Director of Nursing and Nurse Unit Manager (Ouyen) or  
Director of Nursing (Sea Lake)

## The Role

The Associate Nurse Unit Manager (ANUM) is a member of a multidisciplinary health care team providing leadership and support for staff, patients, residents and their families. The ANUM is responsible for providing the quality day to day health care, supported by contemporary standards and evidence, to meet the needs of residents and patients.

## Key Responsibilities

- Supports and promotes activities which are consistent with the objectives and philosophy of Mallee Track Health and Community Service
- Supervises and teaches junior staff or students and acts as a role model for all staff and as a preceptor for student nurses.
- Implements clinical care programs as delegated by the Director of Nursing/NUM in accordance with the Health Service and Care Team policies and procedures.
- Advises the Director of Nursing/NUM on matters pertaining to all aspects of their role.
- Coordinates and maintains appropriate nursing staff levels through consultation with the Director of Nursing/NUM and clinical nurses, redeploying staff and engaging casual (bank) staff as required.
- Facilitates the process to ensure the performance and skills of casual nurses are maintained in accordance with hospital policy.
- Coordinates and directs staff orientation at the service area level.
- Critical thinking and analysis
- Lead and be responsible for a substantial portfolio in the work area
- Provide direction to Registered Nurses and Enrolled Nurses when required
- Lead and support staff to integrate the MTHCS Elder Care philosophy of true person centred care by enabling residents to be independent, make true choices and to be able to make meaningful contributions to their community.
- Acts as a role model for all staff and promotes activities that are consistent with the values and behaviours of Mallee Track Health and Community Service.
- Advanced assessment, care planning and care delivery skills
- Other duties as directed.

## Key Selection Criteria

### Essential:

- Experience in staff management and data analysis.
- A current knowledge of the National Safety and Quality Health Service standards.
- Clinical competence in acute, emergency, aged and palliative care.
- Sound knowledge of the requirements of Aged Care Quality Standards

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- Excellent communication and interpersonal skills at all levels.
- Aptitude for clinical teaching.
- Ongoing maintenance of professional competence
- Current Registration with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse
- Current Police Check
- Current Working with Children Check
- Current Driver's Licence.

**Desirable:**

- Certificate IV in Training and Assessment
- Post Graduate Qualification in Risk Management
- Training in Nursing Management
- An understanding of Rural Health

**Our Vision**

Leading our communities to excellence in integrated health and MTHCS

**Our Mission**

To provide people of all ages with access to quality, person-centred care in the Mallee.

**Our Philosophy**

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

**Our Services**

Mallee Track Health and Community Service is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

**Our Values**



- **Accountability** We define our expectations and are accountable for our actions.
- **Excellence** We set high standards and continually strive to improve on them.
- **Compassion** We treat everyone with care, respect and dignity.
- **Teamwork** We work collaboratively and in the spirit of partnership.
- **Integrity** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency** We are open and honest and embrace positive change.

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## Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values.

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

### Mallee Track Health and Community Service is a smoke free workplace

#### Child Safe Organisation

Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

#### OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

#### Acknowledgement

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

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Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Staff Member

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

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Chief Executive Officer

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

cc: Personnel File

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