

Austin Health

Position Description



Position Title: Associate Nurse Unit Manager (ANUM)

Classification:	RPN Gr3, Yr3 ANUM
Business Unit/ Department:	Adolescent Inpatient Unit
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020 - 2024
Employment Type:	Full-Time
Hours per week:	38 hours (plus ADO)
Reports to:	Business - Nurse Unit Manager (NUM) Professional - Chief Nursing Officer / Senior Psychiatric Nurse
Financial management:	Budget: Nil
Date:	10 th January 2025

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

Position Purpose

The Associate Nurse Unit Manager (ANUM) is recognised as a clinical leader within the nursing team. The role forms part of the leadership group, and works as a delegate of the Nurse Unit Manager (NUM) to model the core values of Austin Health through effective leadership and management of the clinical nursing and support staff. They are responsible for ensuring the delivery of evidence based nursing care that meets professional, organisational, legal and ethical standards in order to optimise health outcomes for the community. The role undertakes this by providing effective oversight of the daily operations of the department, and uses their clinical expertise to provide guidance, direction, supervision and supportive professional development. In conjunction with the NUM, the ANUM will assist in timely patient access and facilitating patient flow. The ANUM is responsible for fostering a positive team culture, a safe working environment and the effective utilisation of financial resources, whilst supporting the NUM to drive change and implement continuous service improvements.

About the Mental Health Division

The Mental Health Division provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services are located across Austin Health campuses and in the community. The Mental Health Division incorporates four program areas:

- Triage, Assessment and Planning Service
- Adult Mental Health Services
- Infant Child and Youth Mental health Services and,
- Mental Health Specialty Services.

All mental health services work within a clinical framework that promotes recovery oriented practice and supported decision making. This approach to client wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualised treatment and care.

About ICYMHS

ICYMHS provides tertiary mental health services to the north-eastern catchment of Melbourne (currently the local government areas of Banyule, Boroondara, Darebin, Nillumbik, Whittlesea, and Yarra). Young people eligible for the service are predominantly aged 0-18 years with only several teams currently available for those aged up to 25 years. It is an exciting time for Austin as the ICYMHS directorate will be expanding in response to the recommendations from the Victorian Royal Commission into Victoria's Mental Health Services (2021).

ICYMHS currently have two inpatient units (a child and an adolescent one), a residential Child and Family Centre together with future project for a further residential program – YPARC.

There are three youth community teams, two child community teams and a number of specialist youth outreach teams. There are also several specialist roles such as Senior Clinician (Child Specialist), Carer and Consumer Consultants, Koori Mental Health Liaison Officer and Community Engagement and Partnership Coordinators. There is an anticipated expansion of the Lived Experience Workforce to be embedded with the ICYMHS directorate.

Alongside ICYMHS, and relevant to this role, are other teams in the directorate responsible for Triage, Assessment and Planning Service (TAPS). Particularly relevant to ICYMHS are the Under 18 Triage Team, Autism Spectrum Disorder Assessment Program, Consultation and Liaison team and the infant programs across the Adult Mental Health Directorate.

Our community teams are based primarily at 2 Heidelberg location (on the Austin Campus and in Burgundy Street Heidelberg) with the exception of one based in Epping. It is anticipated there will be a number of teams located in the community in the future.

About the Adolescent Inpatient Unit

This position is located with the Adolescent Inpatient Unit. The unit has 11 beds, and is based at the Austin Hospital and admits adolescents who have turned 13 (but are not yet 18 years of age) for assessment and treatment. These young people may be experiencing emotional, behavioural and/or social difficulties and have usually had some outpatient treatment. A high proportion of the consumers are admitted in crisis.

There is an associated Austin Hospital School administered by the Department of Education and Training. All mental health services work within a clinical framework that promotes recovery-oriented practice and supported decision making. This approach to the young peoples' wellbeing builds on the strengths of the individual working in partnership with their treating team and carers. It encompasses the principles of self-determination and individualised treatment and care. The team includes both consumer and carer peer workers.

Purpose and Accountabilities

Role Specific:

Delivering High Quality Patient Care

- Continuously reviews existing practices and policies according to evidence based practice to minimise adverse patient outcomes
- Contributes to creating a team environment, which promotes a positive culture, opportunity for learning and development, safety and welfare of employees and fosters innovation in practice that results in a high level of staff satisfaction, high staff retention rates and low absenteeism

Key Performance Indicators:

- o Delivers high quality patient care
- o Undertakes reviews of existing practice, local policies and procedures to ensure best practice outcomes.
- o Assists with ensuring that all local policies and procedures are current and up to date
- o Assists the NUM to communicate a positive vision for change and supports others through the change process

Critical Thinking and Decision Making

- Displays an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff and organisation.
- Gathers sufficient information to make informed decisions. Key Performance Indicators:
 - Actively participates and contributes to the analysis of workplace issues, to gain understanding of their root cause.
 - Contributes positively to leadership team discussions to assist the NUM to make well- informed decisions.
 - Addresses critical factors when making complex decisions.
 - Demonstrates an ability to make effective decisions within an agreed specified time

Interpersonal Communication, Influence and Leadership

- Communicates information and expectations in a way that builds effective and collaborative working relationships with others.
 - Communicates clearly and concisely with impact.
 - Effectively deals with challenging behaviours and the resolution of conflicts.
 - Assists the NUM to ensure that information is available to all staff by utilising a wide range and appropriate modes of communication.
 - Demonstrates leadership in situations demanding action.
 - Maintains a professional demeanour and serves as a role model for all nursing staff. Assists the NUM to create a climate where self-development and improvement is valued.
 - Undertakes not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer
- Key Performance Indicators:*
- Acts as a nursing leader demonstrating and modelling exemplary professional conduct.
 - Assists the NUM to ensure correct understanding of the message, and reframes message as needed.
 - Demonstrates integrity by building trust and mutual respect between self, colleagues and stakeholders.
 - Shares knowledge and information with the team.

Managing Performance

- Provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a patient focused model of care
- Acts as a role model for staff, setting and clearly communicating clinical and behavioural expectations.
- Provides timely performance feedback, coaching and guidance when needed in accordance with the performance management policy.
- Under the direction of the NUM, assists to ensure all staff complete an annual performance review and development.
- Assists to provide nursing staff with professional development opportunities for learning and education.
- Under the direction of the NUM, assists with the human resources requirements at a unit level including daily staffing, rostering and

attendance management

- Assists the NUM to implement strategies to retain staff including, positive recognition, and comprehensive orientation, building a cohesive team culture, coaching and mentoring and providing learning opportunities.
- As part of the leadership team, contributes to ensuring a high level of work quality by assisting to develop, implement and monitor quality improvement activities within the department/ward, in accordance with Austin Health Policies as varied from time to time.

Key Performance Indicators:

- Intervenes in a timely manner if values are breached in the workplace.
- Provides timely performance feedback, coaching and guidance as needed.
- Actively promotes and fosters high performance by identifying new professional and learning challenges for staff.
- Maintains current knowledge and credentialing as a department Fire Warden

Planning and Priority Setting

- Works collaboratively with all departments to develop the systems, processes and projects required to support the organisations strategic direction.
- Assists the NUM to identify opportunities for process redesign and supports staff in the implementation of redesign projects and activities.
- Actively participates in interdisciplinary committees and working parties locally and organisation wide as required.

Key Performance Indicators:

- Actively assists the NUM to implement projects, processes and systems
- Manages own time efficiently and effectively in line with key priorities for the unit
- Actively participates in committees and projects that contribute to the organisations objectives and disseminates outcomes/key issues to unit staff.

Quality, Safety & Risk Orientation

- Promotes and ensures a safe and healthy workplace for staff and patients.
- Is actively involved in matters relating to Occupational Health and Safety and ensures safety standards in the workplace are met.
- Ensure safe work practices and environment in accordance with Austin Health Policies.
- Ensure that Incident management systems are appropriately applied and assists the NUM to ensure that a systematic response to local issues and performance improvement occurs.
- Participates in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management

Key Performance Indicators:

- Consistently delivers a high-quality service.
- Proactively reports any systems and safety non-compliance and assists to implement remedial action plans.
- Continually seeks ways to improve systems and procedures. o Works with the NUM and completes any portfolio or other set work to a high standard.

- Promotes and ensures a safe and healthy workplace through assisting with regular audits, incident reviews and implements recommendations.
- Uses Safewards principals to deliver care that aims at reducing restrictive interventions

Self-Management (Emotional Intelligence)

- Demonstrates a positive attitude to the agreed role and responsibility of position.
- Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- Adapts working style as appropriate to achieve effective outcomes.
- Invites and assimilates feedback from others by active participation in own performance review process.

Key Performance Indicators

- Reflects on practice in line with Austin Health values and applies these when interacting with others.
- Recognises and understands own emotions and reactions to situations.
- Appropriately and effectively articulates feelings and opinions.
- Perceives and understands the emotions of others.
- Maintains resilience through stressful situations.
- Actively engages in ongoing self-development.
- Abides by Austin Health corporate policies and practice

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <https://austinhealth.sharepoint.com/sites/oppic>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks • Comply with the Code of Conduct

People Management Roles:

- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy

Selection Criteria

Essential knowledge and skills:

- Registered Nurse, Nursing and Midwifery Board of Australia (NMBA)
- Knowledge of the Mental Health Act 2014 and other relevant legislation.
- Demonstrated knowledge of recovery and collaborative clinical practice.
- Substantial clinical experience in area of speciality, including at least 3 years nursing experience.
- Demonstrated leadership ability, with a clear understanding of the managerial responsibilities of the ANUM role.
- Patient-centered approach to evidence-based care delivery

- Demonstrated knowledge of professional standards
- Knowledge of legal and ethical requirements
- Demonstrated ability to use clinical information systems
- Commitment to quality, best practice and environmental safety
- Ability to communicate effectively in both written and verbal form
- Ability to problem solve in a variety of complex situations
- Ability to clinically lead a dynamic team which works effectively within a multidisciplinary environment
- Ability to assist and support the implementation of quality and change management initiatives and clinical projects.

Desirable but not essential:

- Relevant Post-Graduate Qualification in Psychiatric/Mental Health Nursing or equivalent.
- Ability to support and maintain budget management processes
- Ability to identify opportunities for process redesign and to support/ coach staff in the implementation of redesign projects and activities

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#).

Document Review Agreement

Manager Signature	
Employee Signature	
Date	

