

Position Description

Associate Nurse Unit Manager - Cardiac Catheterisation Laboratories

Classification:	YW11/YW12
Business unit/department:	Surgery, Anaesthesia & Procedural Medicine (SAPM) Division - Cardiology
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
	Choose an item.
	Choose an item.
Employment type:	Parental Leave Cover
Hours per week:	40 (38+ADO)
Reports to:	Cardiac Catheterisation Nurse Unit Manager
Direct reports:	0
Financial management:	Budget: 0
Date:	June 2025

Position purpose

The Associate Nurse Unit Manager (ANUM) is recognised as a clinical leader within the nursing team. The role forms part of the Cardiac Catheterisation Laboratory (CCL) 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 within CCL.

About the Directorate/Division/Department

The Cardiac Catheterisation Laboratories (CCL), located on Level 5 North in the Austin Tower, is part of the Cardiology department within the Directorate of Surgical, Anaesthesia & Procedural Medicine (SAPM). It provides comprehensive cardiac services including diagnostic, interventional, electrophysiology, and structural heart procedures for patients with cardiovascular disease. The unit also features a dedicated day recovery area for patient care before and after cardiac procedures.

Standard operating hours are Monday to Friday, 0730 to 1830. In addition, the CCL provides a 24/7 on-call service for emergency cardiac procedures.

Position responsibilities

The ANUM is 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 patients and 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.

There is an expectation that the ANUM will take on the role of NUM in their absence to cover any annual leave or sick leave.

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.

Role Specific:

Direct Clinical Care:

- Contributes to creating a team environment, which promotes a positive culture, opportunity for learning and development, safety and welfare of employees
- Act as mentor to point of care nursing staff
- Lead others to develop skills in utilisation and interpretation of assessment information.
- Fosters innovation in practice that results in a high level of staff satisfaction, high staff retention rates and low absenteeism.
- To be responsible for the day-to-day provision of patient care in the Cardiac Cath Lab and recovery area. Including performing in all nursing roles such as scrubbing, scouting, patient recovery and nursing support for the echocardiography service, ensuring standards meet professional, organisation, legal and ethical requirements.
- To participate in the on-call roster.
- Assists with ensuring that all local policies and procedures are current and up to date
- Displays an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff and organisation.
- Escalate to the multidisciplinary team to modify the plan of care where abnormalities in assessment information are identified, and the clinical situation is unfamiliar or unexpected.
- 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.
- Demonstrates leadership in situations demanding action.
- Demonstrates integrity by building trust and mutual respect between self, colleagues and stakeholders.
- Provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a patient focused model of care
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Education

- Actively engage and contribute to the education and professional development of self and others at ward/unit level.
- Offer feedback to others which is specific, supportive, non judgmental, timely and reflective.
- Demonstrate use of a variety of educational strategies including reflective practice to further own professional development.
- Utilise and maintain professional practice portfolio to plan for future continuing education, professional development and employment goals for self and others.
- Support and lead staff with ward/unit portfolios, utilising data driven approach to practice improvement.
- Demonstrate self-initiative in undertaking further educational opportunities
- Lead/participate in local networks and forums to share and extend professional knowledge and build collegial support.

Research:

- Demonstrate sound knowledge of research evidence related to area of practice.
- Promote and facilitate evidence-based care in local area.
- Create, participate and support others in the development of evidence-based guidelines.
- Identify best practice research to address gaps in nursing practice
- Participate in research activity under direction/ supervision
- Contribute to local research activities including selecting appropriate research methodology, and data analysis strategies.
- Assist in development of Austin Health evidence based guidelines.
- Undertakes reviews of existing practice, local policies and procedures to ensure best practice outcomes.

Professional Leadership

- 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, 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.
- Intervenes in a timely manner if values are breached in the workplace.
- Provides timely performance feedback, coaching and guidance
- 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.



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Support of Systems:

- Support others to understand the Austin Health vision and integrate strategic priorities into clinical practice
- Understand the Austin Health Nursing Vision: Austin nurses working alongside Austin Nurses 24/7 to deliver reliable, safe, person-centred care.
- Work within the National Safety and Quality Health Service (NSQHS) Standards providing evidence-based nursing care.
- Ensure practice compliance for all relevant guidelines and procedures.
- Model professional behaviours and actions when risk and incidents are identified.
- Understand and follow workplace safety principles.
- Contribute to workplace safety audits.
- Understand Austin Health Clinical informatics systems including Cerner, First Net, PACS, Patient Journey Board, EMR, ATLAS, etc.
- Demonstrate safe and ethical practice within health informatics systems.
- Promotes and ensures a safe and healthy workplace for staff and patients.
- 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.
- Actively assists the NUM to implement projects, processes and systems
- Actively participates in committees and projects that contribute to the organisations objectives and disseminates outcomes/key issues to unit
- Proactively reports any systems and safety non-compliance and assists to implement remedial action plans.
- 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.

Professional Leadership:

- 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.
- Reflects on practice in line with Austin Health values and applies these when interacting with others.
- Maintains resilience through stressful situations.
- Actively engages in ongoing self-development.
- Provide clinical leadership within nursing teams and utilise Nursing and Midwifery Board of Australia (NMBA) Decision Making Framework to provide clinical oversight of others
- Utilise effective communication and leadership styles
- .Begin to develop good self-awareness and self-management, and adjust own style in different circumstances.
- Demonstrate good self-awareness and adapt to changing situations
- Use active listening techniques to explore and understand the views and ideas of others.



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- Support others to meet expected standards of behaviour and develop their leadership capability.
- Move between different leadership and communication styles depending on circumstances
- Seek formal and informal education opportunities on leadership.
- Participate in formal post-graduate study in leadership/ strategy/ change management
- Support staff to manage priorities and actively assist in managing ward/ unit workload.
- Demonstrate a commitment to deliver sustainable, excellent performance and accountability within the local context.
- Seek opportunities to celebrate other's contributions and achievements in the local context.
- Lead the nursing team to achieve healthcare goals
- Support others to work autonomously within scope of practice

All Employees:

- Comply with Austin Health policies & procedures as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public.
- Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs.
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements.

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values
- Registered Nurse DIV 1 (APHRA Registration)
- Post Graduate certificate in cardiac/ critical care nursing
- Substantial clinical experience in Cardiac Catheterisation Laboratory Nursing at CNS level, including at least 5 years nursing experience.
- Demonstrated leadership capability
- Experience in managing patient flow and prioritising patient access
- Ability to communicate effectively in both written and verbal form
- Demonstrated ability to effectively use IT systems and various digital platforms
- Ability to problem solve in a variety of complex situations



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- 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:

- Project management skills
- Postgraduate management qualification
- Previous ANUM experience or similar

Professional qualifications and registration requirements

- Current registration with AHPRA as Registered Nurse Division 1

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.



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- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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