

# Position Description

## Associate Nurse Unit Manager

<b>Classification:</b>	YW11/YW12
<b>Business unit/department:</b>	Ambulatory Cancer Services – Day Oncology
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> (ONJ Centre)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
	Choose an item.
	Choose an item.
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	16
<b>Reports to:</b>	Nurse Unit Manager
<b>Direct reports:</b>	n/a
<b>Financial management:</b>	Budget: n/a
<b>Date:</b>	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 Ambulatory Cancer Services 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 Cancer Services

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 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 Day Oncology

### Cancer Services

Cancer Services provides a comprehensive range of services for cancer patients and their families, including radiotherapy, medical oncology, surgical oncology, clinical haematology – including autologous and allogeneic bone marrow transplantation. Supportive care, wellness and palliative care are integral components of the service, along with teaching, education and research. Services are provided in a range of inpatient and ambulatory settings. Inpatient services include two acute cancer wards and a palliative care ward. Ambulatory services include radiation oncology, day oncology, apheresis and multidisciplinary cancer clinics which operate on a Monday-Friday basis. A cancer clinical trials center manages trials in inpatient and ambulatory settings.

### Day Oncology

The Day Oncology unit of 21 treatment chairs, 2 beds and 4 Day Oncology at Home Cars, is a Monday to Friday ambulatory cancer service. It is staffed by nurses providing expert nursing care and support for patients and their families in the administration of cancer therapeutics.

Treatment is provided on-site, or patients meeting specified safety criteria may be offered the opportunity to receive treatment in their home under the Day Oncology at Home Program.

Patients are supported through their journey via the nurse consultant-led Symptom and Urgent Review Clinic, including telephone support, telehealth and on-site reviews

In addition to administration of systemic cancer therapies, patients with chronic haematological malignancy and those receiving follow up in the post acute allogeneic bone marrow transplant phase are managed in the day oncology for blood product support.

Nursing care is provided with the support of a collaborative multidisciplinary team, including specialist medical (oncology and haematology), pharmacy, allied health staff and administrative staff. Referrals to allied healthcare workers, such as dietitians, pastoral care, occupational health and physiotherapists, also helps the team to deliver the best and most comprehensive cancer care.

Ensuring all our clients are able to access optimal therapy both now and into the future, we are actively involved in the administration of national and multinational clinical trials in collaboration with Austin's Cancer Clinical Trials department.

## Position responsibilities

### Direct Clinical Care:

- Document comprehensive care priorities including discharge planning that is aligned with goals of care and patient assessment information.
- Actively participate with the multidisciplinary team, and in partnership with patient, to plan and adapt care according to their goals of care and work towards optimum discharge plan.
- Utilise and interpret patient assessment information to inform ongoing treatment and discharge planning.
- Lead others to develop skills in utilisation and interpretation of assessment information.
- Provide expert clinical knowledge to point of care nurses through communication, modelling, and teaching.
- Provide clinical expertise and advocacy to the patient/family in the ongoing management, adaptation, and delivery of goals of care, within scope of practice.
- Recognise scope and limitations of practice and seek advice from other experts where required.



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future

- Demonstrate clinical reasoning and a comprehensive understanding of abnormal trends and patient conditions in complex situations
- Provide clinical leadership in structured review, clinical huddle, and handover processes to evaluate patient care delivery.
- Provide expertise in management of complex situations and generate alternative course of action.
- Lead local continuous quality improvement to ensure care remains safe, contemporary, and effective.

#### **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.
- Demonstrate competence at intermediate level, working towards expert within relevant Specialty Practice matrix via ATLAS.

#### **Research:**

- Assist in development of Austin Health evidence-based guidelines.
- Understand research evidence and supporting guidelines related to area of nursing practice.
- Understand the importance of research in the development of nursing practice.
- Support local research activities including literature review and data collection.

#### **Support of Systems:**

- Support others to understand the Austin Health vision and integrate strategic priorities into clinical practice.
- Support others to understand the Austin Nursing Vision: Austin nurses working alongside Austin Nurses 24/7 to deliver reliable, safe, person-centered care.
- Support others to understand the National Safety and Quality Health Service Standards (NSQHSS) and the implications for practice.
- Actively participate in role as NSQHSS clinical champion with specified portfolio for local level.
- Contribute to new or revised guidelines or procedures relevant to local clinical area.
- Lead quality improvement initiatives to address identified gaps at the local level.
- Identify practice gaps and implement projects based on clinical audit methodology and PDSA cycle.
- Understand clinical audit and practice improvement initiatives and results at local level.
- Provides reports to NUM/ Manager on audit results and deliver presentations to colleagues.
- Contribute to workplace safety audits.
- Act as a resource to support staff to document all clinical findings and patient access activities consistently and reliably into Austin Health paper-based systems and clinical application systems.

#### **Professional Leadership:**

- Provide appropriate delegation, supervision and support to all staff as per NMBA Decision Making Framework.



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

- Reflect on own values, beliefs, communication style and experiences and consider how this influences own workplace behaviour.
- Role model Austin Values in daily practice.
- Clearly recognise own accountability for actions and behaviours as delegated as per NMBA Decision Making Framework.
- Recognise, acknowledge and value the unique contribution of individuals.

## Selection criteria

### Essential skills and experience:

- Significant cancer nursing experience, ideally in an ambulatory cancer setting
- Chemotherapy accreditation, CVAD and IV Cannulation competencies
- Demonstrated leadership ability, with a clear understanding of the managerial responsibilities of the ANUM role.
- Patient-centred approach to evidence-based care delivery
- 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

### Desirable but not essential:

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
- 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.

## Professional qualifications and registration requirements

- Registered Nurse, Division 1
- Have or be working towards a Post-Graduate Qualification in Cancer Nursing

## 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.



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future

- 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.
- 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.



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future