



GREAT OCEAN ROAD
HEALTH

Associate Nurse Unit Manager

Apollo Bay

Part time / Full time Negotiable

Ongoing

June 2024

1. Information for Applicants
2. Position Description
3. Employment Application Form
4. Organisational Structure
5. Geographical Location

INFORMATION FOR APPLICANTS

ANUM

1. Please provide a current **Resume** and prepare a **Cover Letter**. Applicants are also required to address each of the descriptors under the “**Required Education, Training, Knowledge and Experience**” section of the Position Description provided. Examples and descriptions of how you are able to meet these requirements must be provided.
2. Please complete the **Employment Application Form** and forward with your application.
3. Offers of employment will be conditional on relevant organisational pre-employment screening approvals including but not limited to a **Nationally Co-ordinated Criminal History Report**, current **Victorian Employee Working with Children Clearance** and **NDIS Worker Screening Check** (where relevant). **All** associated costs of obtaining all screening requirements are borne by the prospective employee.
4. All prospective employees are required to complete a **Staff Immunisation Pre-employment Questionnaire** and provide documented evidence of current immunisation. Fees associated with obtaining Serology reports are paid for by GORH.

In submitting your application, you must be willing to participate in Great Ocean Road Health’s annual immunisation program as per Great Ocean Road Health’s Workplace Immunisation Policy. You understand and acknowledge that a state government public health order, direction and/or regulation may be applicable to the workplace and/or role that you are applying for. You acknowledge and agree to comply with any applicable COVID Health Requirement including, but not limited to, providing us with information regarding your COVID vaccination status upon our reasonable request. Evidence of COVID 19 and annual influenza immunisation is a condition of employment at GORH.

5. Salary and allowances will be paid in accordance with the *Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employer) Enterprise Agreement 2020 - 2024*.
6. Position is ongoing. Hours of work are 0.8 – 1.0 FTE as negotiated as per rotating roster.
7. Great Ocean Road Health will pay superannuation in accordance with the *Superannuation Guarantee (Administration) Act 1992* to a nominated Superannuation fund.
8. Great Ocean Road Health provides equal opportunity and fair and equitable treatment in employment to all people without regard to race (including ethnic origin and nationality), colour, religion, gender, age, disability, political affiliation, marital status, actual or assumed physical, intellectual or psychological impairment, family or carer’s responsibilities, sex (including pregnancy and marital responsibilities) sexual orientation.
9. Great Ocean Road Health promotes a workplace that actively seeks to include, welcome and value the unique contributions of all people. GORH encourages applications from Aboriginal and Torres Strait Islander people, people of all religious, cultural and linguistic backgrounds and sexual orientations, those who are gender diverse and people with disabilities.
10. Attach copies of relevant qualifications and Registration Certificates (if applicable) to your application.
11. The names of three professional referees are required including, if possible, your supervisor if you are currently working or a previous supervisor if you are not currently working.
12. For further information please contact DON Ingrid Rial, Ingrid.rial@gorh.vic.gov.au
13. **Applications close 5.00pm Thursday 20th July 2024.**
14. Address applications to
People & Culture
Great Ocean Road Health
PO Box 84
Apollo Bay VIC 3233 or people.and.culture@gorh.vic.gov.au

Position Description

Associate Nurse Unit Manager

JOB TITLE

Position	Associate Nurse Unit Manager
Classification	ANUM Year 1 or Year 2
Award	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2020 -2024
Performance Appraisal	Initial review at three (3) months, then annually.

GREAT OCEAN ROAD HEALTH

Great Ocean Road Health is a rural public health service that has campuses at Lorne and Apollo Bay in Southwest Victoria. Our community members are offered acute hospital beds, residential aged care beds, a renal dialysis unit (Lorne), a 24-hour urgent care service, medical centres, community health care and in-home support services. Great Ocean Road Health was formed in 2019 with the amalgamation of Lorne Community Hospital and Otway Health.

OUR VISION

To create a person-centred, high-quality experience for every great ocean road health consumer, every time.

OUR PURPOSE

To provide Great Health Care to enable people to live purposeful, healthy and engaged lives.

OUR VALUES

- ❖ **Genuine:** We are authentic; we do what we say we will do and motivated to extend ourselves in everything we do.
- ❖ **Respect:** We demonstrate integrity in every interaction, and we value the insights of staff, community members and our partners.
- ❖ **Empathy:** We listen to our staff, patients, residents and community member needs and help them on their journey to enhanced health and wellbeing.
- ❖ **Accountable:** We are accountable for all our actions and decisions - we deliver our strategic priorities in order to fulfil our purpose and best meet our community needs.
- ❖ **Teamwork:** We actively seek opportunities to work together in the spirit of collaboration.

POSITION BACKGROUND

Great Ocean Road Health's priority is to work with its client base and community to strengthen the community and ensure that people are well supported and able to improve and enhance their wellbeing.

The Associate Nurse Unit Manager will:

- Act as Nurse Unit Manager in absence of Nurse Unit Manager.
- Be responsible for the effective and efficient management of the Clinical Division after hours and at weekends.
- Provide clinical care to acute inpatients and Urgent Care Unit.
- To lead the team of clinical nurses and carers with assessments and care of all Aged Care residents.
- To triage and thoroughly assess clients presenting at the Urgent Care Unit and assist the Medical Officer/Nurse Practitioner on call if needed.
- Accepts professional accountability and responsibility for all clinical care incidents within residential Aged Care, Acute and the Urgent Care Unit.
- Responsible for referring all admission/bed management issues to Clinical Nurse Manager/After Hours Co-ordinator for decision making.
- Ensure excellent understanding of emergency procedures particularly as they relate to an out-of-hours situation.
- Lead the Hospital team in emergencies and take the Chief Warden role in an emergency situation.
- Deliver care using the Montessori consumer directed philosophy.

KEY RESPONSIBILITIES

RESPONSIBILITY AREA 1: **Organisational Responsibilities**

ROLE SPECIFIC TASKS	MEASURES
<p>Organisation Culture</p> <ul style="list-style-type: none"> ▪ To understand and adopt GORH values in all areas of responsibility with attention to consumer focus, teamwork and community orientation. ▪ GORH strongly supports Equal Opportunity and Access to Services, and expects all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, sexual diversity and orientation. 	<ul style="list-style-type: none"> ▪ GORH values are demonstrated by the individual and assessed in performance reviews.
<p>Occupational Health and Safety</p> <ul style="list-style-type: none"> ▪ Proactively take responsibility for your own health and safety and for the health and safety of anyone else who may be affected by our acts or omissions in the workplace. ▪ Understand and proactively work within Occupational Health and Safety Acts, regulations and codes of practice. ▪ Minimise exposure to incidents of infection/cross-infection of patients, residents, staff, visitors and the general public by adhering to the organisation's Infection Control policies and procedures, including compliance with GORH vaccination program 	<ul style="list-style-type: none"> ▪ Level of compliance as determined through health and safety audits. ▪ Action taken to identify and report unsafe acts or hazards. ▪ Timeliness and effectiveness of corrective action. ▪ Demonstrated use of incident management system. ▪ Completion of required mandatory training and education.
<p>Risk Management</p> <ul style="list-style-type: none"> ▪ Ensure effective and timely risk identification, assessment, control and issue resolution processes are maintained. 	<ul style="list-style-type: none"> ▪ Awareness of risk management responsibilities. ▪ Evidence of issues identified and reported.
<p>Management and Control</p> <ul style="list-style-type: none"> ▪ Ensure all activities are within the approved policies, legal and ethical framework of the organisation. ▪ Understand and take responsibility to work within the delegations of authority. 	<ul style="list-style-type: none"> ▪ Evidenced by relevant audits. ▪ Reviewed in annual performance review.
<p>Safety & Quality</p> <ul style="list-style-type: none"> ▪ Report incidents on the incident reporting system. ▪ Lead or participate in quality activities in ensuring that opportunities for improvement are actively explored 	<ul style="list-style-type: none"> ▪ Evidence of incident reporting. ▪ Evidence of initiation of and participation in relevant quality activities. ▪ Adherence to the relevant Standards.

<p>and best practice is achieved.</p> <ul style="list-style-type: none"> Understand the quality standards and accreditation requirements relevant to the role and ensure systems and processes are consistent. Partner with patients, carers and other consumers in activities to improve the safety and quality of care. 	<ul style="list-style-type: none"> Demonstrated consumer focus of quality activities. Outcomes of all quality activities are recorded on the Quality Activity Register.
<p>Professional Development</p> <ul style="list-style-type: none"> Ensure skills are up to date and in accordance with best practice guidelines. Keep up to date with changes in Policies and Procedures. Ensure all mandatory LMS training is undertaken within all required timeframes. 	<ul style="list-style-type: none"> Demonstrated participation in the training/education of less experienced staff, undergraduate students and other professionals. Evidence of the identification of training and development needs and appropriate action being taken to address gaps in skills and/or knowledge.
<p>Child Safe</p> <ul style="list-style-type: none"> Demonstrate an understanding of Child Safe Standards and comply with the Great Ocean Road Health Child Safe – Code of Conduct. A current Working with Children Check may be required for Great Ocean Road Health Employees 	<ul style="list-style-type: none"> Signed GORH Child Safe Code of Conduct. Assessed in performance review.
<p>National Criminal History Check</p> <ul style="list-style-type: none"> A current National Criminal History Check is required for Great Ocean Road Health Employees. 	<ul style="list-style-type: none"> Current criminal history check
<p>COVID – 19 Immunisation</p> <ul style="list-style-type: none"> COVID -19 immunisation is a condition of employment in Aged Care Facilities and for authorised workers during a State of Emergency. 	<ul style="list-style-type: none"> Evidence of COVID – 19 Vaccination
<p>General Statement of Duties</p> <ul style="list-style-type: none"> Perform the inherent responsibilities of the position and other related duties as directed and assigned to you, having regard to your skills, qualifications, training and experience, to contribute to meeting client and community needs and program requirements. 	<ul style="list-style-type: none"> Assessed in performance review.

RESPONSIBILITY AREA 2: **Clinical Practice / Professional Practice**

Great Ocean Road Health strives to deliver the highest level of care possible. To enable this to occur, all personnel need to develop and maintain appropriate professional behaviours in all areas of practice. This covers both clinical and non-clinical workplaces, and is the physical manifestation of the Great Ocean Road Health values.

Clinical and Professional

ROLE SPECIFIC TASKS	MEASURES
<p>1.Thinks critically and analyses nursing practice</p> <p>RNs use a variety of thinking strategies and the best available evidence in making decisions and providing safe, quality nursing practice within person-centred and evidence-based frameworks. Including:</p>	<p>For example:</p> <ul style="list-style-type: none"> develops practice through reflection on experiences, knowledge, actions, feelings and beliefs to identify how these shape practice respects all cultures and experiences, which includes responding to the role of family and community that underpin the health of Aboriginal and Torres Strait Islander peoples and people of other cultures uses ethical frameworks when making decisions maintains accurate, comprehensive and timely documentation of assessments, planning, decision making, actions and evaluations, and contributes to quality improvement and relevant research.
<p>2.Engages in therapeutic and</p>	<p>For example:</p>

<p>professional relationships</p> <p>RN practice is based on purposefully engaging in effective therapeutic and professional relationships. This includes collegial generosity in the context of mutual trust and respect in professional relationships.</p>	<ul style="list-style-type: none"> • establishes, sustains and concludes relationships in a way that differentiates the boundaries between professional and personal relationships • communicates effectively, and is respectful of a person’s dignity, culture, values, beliefs and rights • recognises that people are the experts in the experience of their life • advocates on behalf of people in a manner that respects the person’s autonomy and legal capacity • actively fosters a culture of safety and learning that includes engaging with health professionals and others, to share knowledge and practice that supports person-centred care
<p>3.Maintains the capability for Practice</p> <p>RNs, as regulated health professionals, are responsible and accountable for ensuring they are safe, and have the capability for practice. This includes ongoing self-management and responding when there is concern about other health professionals’ capability for practice. RNs are responsible for their professional development and contribute to the development of others. They are also responsible for providing information and education to enable people to make decisions and take action in relation to their health.</p>	<p>For example:</p> <ul style="list-style-type: none"> • considers and responds in a timely manner to the health and well-being of self and others. • provides the information and education required to enhance people’s control over health • uses a lifelong learning approach for continuing professional development. • accepts accountability for decisions, actions, behaviours and responsibilities within own role, and for the actions of others to whom they have delegated responsibilities • seeks and responds to practice review and feedback • Adhere to Great Ocean Road Health policy regarding privacy and confidentiality.
<p>4.Comprehensively conducts assessments</p> <p>RNs accurately conduct comprehensive and systematic assessments. They analyse information and data and communicate outcomes as the basis for practice</p>	<p>For example:</p> <ul style="list-style-type: none"> • conducts assessments that are holistic as well as culturally appropriate • uses a range of assessment techniques to systematically collect relevant and accurate information.
<p>5.Develops a plan for nursing practice</p> <p>RNs are responsible for the planning and communication of nursing practice. Agreed plans are developed in partnership. They are based on the RNs appraisal of comprehensive, relevant information, and evidence that is documented and communicated.</p>	<p>For example:</p> <ul style="list-style-type: none"> • collaboratively constructs nursing practice plans until contingencies, options priorities, goals, actions, outcomes and timeframes are agreed with the relevant persons • documents, evaluates and modifies plans accordingly to facilitate the agreed outcomes • coordinates resources effectively and efficiently for planned actions.
<p>6.Provides safe, appropriate and responsive quality nursing practice</p> <p>RNs provide and may delegate, quality</p>	<p>For example:</p> <ul style="list-style-type: none"> • provides comprehensive safe, quality practice to achieve agreed goals and outcomes that are responsive to the nursing needs of people • practises within their scope of practice

and ethical goal directed actions. These are based on comprehensive and systematic assessment, and the best available evidence to achieve planned and agreed outcomes.	<ul style="list-style-type: none"> appropriately delegates aspects of practice to enrolled nurses and others, according to enrolled nurse's scope of practice or others' clinical or nonclinical roles provides effective timely direction and supervision to ensure that delegated practice is safe and correct
<p>7. Evaluates outcomes to inform nursing practice</p> <p>RNs take responsibility for the evaluation of practice based on agreed priorities, goals, plans and outcomes and revises practice accordingly.</p>	<p>For example:</p> <ul style="list-style-type: none"> evaluates and monitors progress towards the expected goals and outcomes revises the plan based on the evaluation, and determines, documents and communicates further priorities, goals and outcomes with the relevant persons

RESPONSIBILITY AREA 3: **Information Management (inc Communication & Documentation)**

Great Ocean Road Health understands the need for effective communication and rigorous documentation in the delivery of health care. How we manage information within the organisation is crucial for our customers trust, our reputation in the wider community and how they perceive Great Ocean Road Health.

ROLE SPECIFIC TASKS	MEASURES
<ul style="list-style-type: none"> Actively participate in the inter-disciplinary team approach through reporting at meetings, goal setting and other duties. 	<ul style="list-style-type: none"> Attendance at and participation in relevant team meetings. Evidence of working collaboratively as a part of the multi-disciplinary team.
<ul style="list-style-type: none"> Manage communication in a timely fashion, using appropriate electronic or other communication tools. 	<ul style="list-style-type: none"> Demonstrated use of relevant IT in facilitating communication.
<ul style="list-style-type: none"> Use available IT systems to ensure effective and efficient documentation and recording. 	<ul style="list-style-type: none"> PDR feedback regarding communication style.
<ul style="list-style-type: none"> Ensures all reporting requirements are met. 	<ul style="list-style-type: none"> Manages and oversees the delivery of a work related portfolio
<ul style="list-style-type: none"> Complete all documentation in accordance with Great Ocean Road Health guidelines. 	<ul style="list-style-type: none"> Relevant documentation reporting is completed accurately and in a timely manner.
<ul style="list-style-type: none"> Adhere to Great Ocean Road Health policy regarding privacy and confidentiality. 	<ul style="list-style-type: none"> Ensures adherence to consumer and employee privacy and confidentiality

SCOPE OF PRACTICE

The Associate Nurse Unit Manager will be limited to:

- Activities described within the position description
- Other activities as agreed with Line Manager

ORGANISATION CHART

Reports to: Nurse Unit Manager

Supervises: Registered Nurses
Enrolled Nurses
Personal Care Attendants

External Liaisons: Represents Great Ocean Road Health to the community as required. Establishes and maintains relevant

Networks and links with appropriate agencies.

Internal Liaisons: All Great Ocean Road Health staff

REQUIRED EDUCATION, TRAINING, KNOWLEDGE AND EXPERIENCE

1. Essential Education:
 - Bachelor of Nursing: Registered Nurse, Division 1 [General] and Registered by the Nurses Board of Victoria.

2. Essential Requirements :
 - Experience in senior clinical nursing role.
 - Knowledge of National Standards and Aged Care Standards.
 - Strong leadership skills.
 - A sound knowledge of effective discharge planning and implementation.
 - Excellent problem solving skills that can be demonstrated.
 - Commitment to quality, best practice and environmental safety.
 - Knowledge of legal and ethical requirements of a Health Service.
 - Ability to communicate effectively in both written and verbal form.
 - Advanced interpersonal skills.
 - Ability to support the Medical Officer/Nurse Practitioner and staff appropriately.
 - Ability to work as a team
 - Willingness to undertake post graduate qualification and additional relevant education.

3. Desirable Skills : N/A

PERFORMANCE STANDARDS

Evidence of completion of competencies relating to your current role.

AGREEMENT

Pre-Employment Health Declaration

Prior to any person being appointed to this position, it will be required that they disclose full details of any pre-existing injuries or disease suffered, or existing injuries or disease that a person continues to suffer of which they are aware and could reasonably be expected to foresee and could be affected by the nature of the proposed employment.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position.

Employee Signature

Date _____

Employee Name (please print)

EMPLOYMENT APPLICATION FORM

Position Applied For

Title :

Personal Details

Name :

Postal Address :

Home Address :

Email Address :

Telephone No(s) Home **Mobile Phone**

Do you wish to be contacted at work? Yes No **If yes, Work No:**

Residency Status

Australian Citizen | Permanent Resident | Other: *(specify, including status of work visa)*

Passport Number and Country of Issue

Are you Aboriginal or Torres Strait Islander? Yes No

Languages Spoken

Do you speak languages other than English? Yes No **If yes, specify:**

Police Check

Do you have a current police check dated within the last 6 months? Yes No

Have you lived overseas for 12 months or more in the last ten years? Yes No

If yes do you have an International Police Check? Yes No

Current Employment

Tick if already provided on CV and go to next section

Employer:

Name and Address:

.....

Position:

Length of Service: From To

Classification/Grade

Period of notice:

Status: (X) **Full Time** **Part Time** **Permanent** **Temporary**

Are any family members or friends currently, or have ever been employed by Great Ocean Road Health (including former Lorne Community Hospital and Otway Health)?

Yes **No** **If yes, please state:**

Position: **Area of Service:**

Dates employed:

Pre-Employment Declaration

Have you received an **Enhanced Resignation Package**? **Yes** **No**

Have you received a **Voluntary Departure Package** from any Victorian Government public sector department of agency within the last three calendar years? **Yes** **No**

Are you presently on **Long Service Leave** from another employer? **Yes** **No**

Previous Injuries? **Yes** **No** WorkCover Claims? **Yes** **No**

Educational Qualifications

Tick if already provided on CV and go to next section

Qualification Awarded (1):..... **Major Study?**

Institution: **Years of Study (eg 92-95)**

Qualification Awarded (2): **Major Study?**

Institution: **Years of Study (eg 92-95)**

Other Completed Course or Subjects:

.....

NB. Attach additional educational details.

Occupational Health & Safety

- In the interests of providing a safe work environment for all staff, applicants shortlisted for interview with Great Ocean Road Health will be requested to disclose all pre-existing injuries or medical condition which could foreseeably be affected by the nature of employment for which they are applying (as per the Position Description).
- This disclosure will not influence the selection process unless it is clear the pre-existing condition would prevent the applicant from safely carrying out the requirements of the position.
- Applicants are advised to consult their Doctor if they have a pre-existing injury or medical condition and are unsure about its relevance to the position for which they are applying.
- Prior to an offer of employment successful applicants may be required to provide a letter of medical clearance from their Doctor to undertake the position.

Referees

Tick if already provided on CV and go to next

(Please provide names of 3 referees who may be contacted in relation to your work history, experience and performance *Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.*)

Name: Position:
 Employer Name: Telephone No:
 Address: Mobile No:

2

Name: Position:
 Employer Name: Telephone No:
 Address: Mobile No:

3

Name: Position:
 Employer Name: Telephone No:
 Address: Mobile No:

Declaration:

I certify that the statements made by me in this application form and any supporting documentation (eg. resume, academic results, qualifications) are true and complete. I understand that false, inaccurate, misleading or untrue statements or knowingly withheld information may disqualify me from employment, or result in termination of employment with this organisation. I give permission for my nominated referees to be contacted as part of the recruitment process. I understand that, a Nationally Co-ordinated Criminal History Check, and Working with Children Check are a requirement of employment with GORH.

Signature of Applicant :		Date :	
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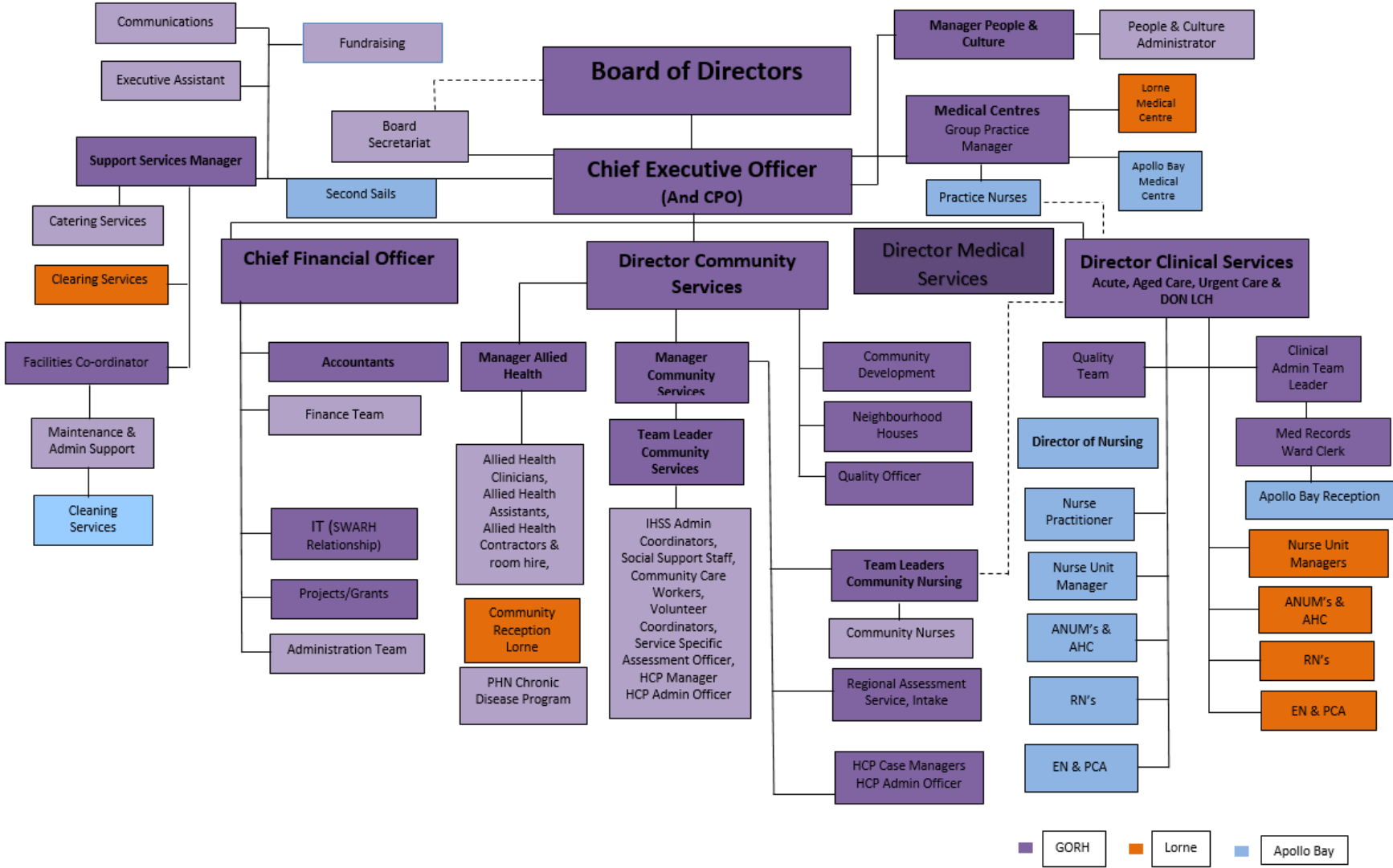
Privacy Statement

GORH respects the privacy rights of all applicants. Furthermore, the Board and Management are committed to ensuring that the organisation complies at all times with its obligations under the Information Privacy Act (2000), Health Records Act (2001), and the Commonwealth Privacy Act (1998).

GORH currently holds some information in relation to job applicants. This information includes, but is not limited to: Information relating to the personal details and work history of applicants (such as their home address, date of birth, nationality, residency status, languages spoken, their employment history, their educational qualifications, any illnesses or incapacities relevant to the position) There are a variety of reasons why GORH is required to hold this information. The purpose of the collection of this information includes: Ensuring the recruitment process is fair and equitable; and minimising risk to health, safety and welfare of all employees.

<p>Your application should be addressed to :</p> <p>People & Culture Great Ocean Road Health People.and.culture@gorh.vic.gov.au PO Box 84 Apollo Bay VIC 3233</p>	<p>Internal Use Only :</p> <p>Interview Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Advised by :</p> <p>Date :</p> <p>Time :</p> <p>Comments :</p> <p>.....</p>
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ORGANISATIONAL STRUCTURE 2023



GORH
 Lorne
 Apollo Bay



Geographical Location

Located along the Great Ocean Road

186km (2hrs 32 mins) from Melbourne

