

Position Title:	Nurse Unit Manager – Emergency Care Centre
Job Type:	Full-time
Region:	Mackay, Queensland
Facility:	Mater Private Hospital Mackay
Closing Date:	21 February 2021
Salary:	Level 3 Registered Nurse MH&ACCQL & QNU Nursing Enterprise Agreement 2016 – 2017 Annual base salary shall commence at \$123,000 plus superannuation, leave loading and other applicable penalties
Reporting to:	Patient Care Manager

ENQUIRIES CONTACT

Enquiry Contact: Keryn Brant, Patient Care Manager
Email: Keryn.Brant@mater.org.au

About the Role: The Nurse Unit Manager (“NUM”) will be responsible for the safe, efficient and effective management of the day-to-day operations of the Emergency Care Centre in partnership with the Private Emergency Health Australia. This position has a predominantly clinical focus. Through education and experience, the NUM is accountable for the effective leadership and management of Mater human, clinical and other resources within the Emergency Care Centre.

A full **Position Description** is included in this document.

APPLY: To apply please visit the CQ Mater Careers webpage and click “apply now” which will direct you to SEEK: <https://www.mater.org.au/group/careers/careers-in-central-queensland>.

OTHER INFORMATION:

- The Nurse Unit Manager is responsible for the nursing and resource management of a Level 3, 7 bay Emergency Care Centre that operates from 0800 to 2200 hours, 7 days a week.
- To be successful in this role, candidates must have:
 - Registration as a Division 1 Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) (essential);
 - Minimum of five (5) years' experience in required speciality;
 - Effective interpersonal and communication skills; and
 - Digital and computer literacy.
 - Post graduate management qualifications or similar and experience in a comparable position in a private health care environment would be highly desired.
- Salary packaging opportunities exist with entitlement up to \$9,095 tax free per annum.
- Fabulous professional development opportunities available in partnership with Mater Education.

Position Description

Position Title: Nurse Unit Manager			Agreement: Nursing	
Location: Mater Private Hospital Mackay			Classification: Level 3 Manager	
Ministry/Business Stream: Health			Reports Authority: Patient Care Manager	
Original Date: 06/10	Version No: 3	Revision Date: 03/18	Position No.: Not Unique	Page 1 of 3 Page/s

1.0 Behavioural Standards:

The Nurse Unit Manager shall adhere to the Mater behavioural standards that include the Mater Mission, Values and Code of Conduct as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and action, and holding self and others to account for these standards.

2.0 Position Statement:

The Nurse Unit Manager will be responsible for the safe, efficient and effective management of the day-to-day operations of the allocated clinical area (ward/unit) within the Hospital. This position has a predominantly clinical focus. Through education and experience, the Nurse Unit Manager is accountable for the effective leadership and management of human and other resources within the designated clinical area in the hospital. Furthermore, the position coordinates discharge planning processes.

3.0 Key Effectiveness Areas:

- 3.01 Mission & Values
- 3.02 Clinical Services Management
- 3.03 Human Resources Management
- 3.04 Other Responsibilities

4.0 Key Position Responsibilities:

4.1 Mission and Values

- Promote and adhere to the Mission and Values of Mater Misericordiae Limited;
- Participate in Mater celebration and traditions; and
- Attend Mission in-service when required.

4.2 Clinical Services Management

- Apply sound clinical practice which ensures a safe environment and promotes optimal health;
- Assess and respond appropriately to clinical and nursing problems;
- Be responsible for ensuring clinical procedures and nursing work practices are current and based on evidence;
- Establish and maintain effective systems of communication and interface with external health professionals in the delivery of multi-disciplinary care;
- Ensure that clinical activities within the ward and associated services remain within the hospital's delineated role, and comply with the Clinical Guidelines under the Private Health Facilities Act; and
- Identify and recommend to the Executive sound business cases for new or additional staff appointments, capital acquisitions, new clinical services or other significant projects in collaboration with the Patient Care Manager.

4.3 Human Resources Management

- In collaboration with the Patient Care Manager, interview and recommend appointments of nursing staff;
- Identify training needs for staff and ensure that staff have access to appropriate training and development opportunities;
- Undertake performance appraisals in accordance with the organisation's policies and implement performance management strategies when required;
- Manage any staff grievances that arise;
- Assist in the review and update of staff position descriptions as appropriate;
- Develop Unit/Department rosters that ensure efficient and effective management of staff, cover typical high and low clinical demands; and support the Hospital's model of care and service delivery; and
- Ensure the effective/efficient use of all human resource functions, work practices and procedures.

4.4 Other Responsibilities

- Accept, adhere and promote workplace safety in accordance with the relevant legislation, standards, policies, procedures and model guidelines that promotes 'zero harm' for staff and 'zero preventable harm' for patients;
- Participate in creating an environment that strives for customer satisfaction;
- Participate in meetings and forums as required;
- Foster a cooperative work environment and maintain open communication through effective interpersonal skills and appropriate forums;
- Participate in and recommend quality activities aiming to improve work practices to exceed customer expectations;
- Fulfil required corporate, mandatory and professional development and competency requirements within stipulated timelines;
- Accept individual responsibility and accountability for own performance and professional development;
- Accept and adhere to all policies and procedures of Mater and Mater Private Hospital Mackay; and
- Undertake other duties/responsibilities as directed by your direct Reporting Authority or other designated authority(s).

5.0 Qualifications and Experience:

Essential

- 5.1 Current registration with the Australian Health Regulation Agency ("AHPRA") as a Division 1 Registered Nurse;
- 5.2 Minimum of five (5) years' experience in required speciality;
- 5.3 Effective interpersonal and communication skills; and
- 5.4 Digital and computer literacy.

Desired

- 5.5 Post graduate management qualifications or similar; and
- 5.6 Experience in a comparable position in a private health care environment.