

**ASSOCIATE NURSE MANAGER**

**Designation:** Registered Nurse Division 1.

**Level:** Grade 3A.

**Program / Unit:** Nursing Services Program.

**Purpose of Position:**

The Associate Nurse Manager (ANM):

- Supports the Nurse Manager (NM) in the development and maintenance of care standards by providing strong leadership and role modelling.
- Is responsible for a specific client population, and is able to function in complex situations while providing support and direction to Registered Nurses (RN) and other support personnel.
- Is part of the health care team and utilises the practice of nursing to deliver or direct patient care in any practice setting, addressing the functions and obligations of work that reflect current practice guidelines and standards for professional individuals.
- Develops the ability to assume the role of the NM as required.

This Position Description may be clarified by specific roles and responsibilities within the individual unit or department.

**Organisational Environment / Reporting Relationships:**

The ANM is accountable to the NM for all nursing issues. The ANM must assume responsibility for their own actions whilst promoting professional standards of practice and conduct.

**Supervisory Responsibilities: (As staffed, allocated or identified for specific positions.)**

- Registered Nurse Division One (RN Div 1).
- Registered Nurse Division Two (RN Div 2).
- Nursing / Medical / Other Students.
- Non Registered Nursing Attendants.
- Other Administrative / Non Nursing Staff.

**Primary Responsibilities:****KPI ~1 Technical Skills and Abilities:**

- Influence Best Practice in all aspects of nursing and patient care utilising principles of Evidence Based Practice and Action Research.
- Act as an expert consultant / adviser whilst demonstrating and teaching advanced clinical practice skills to nursing staff, working with them to develop competency in patient evaluation and care.
- Apply nursing assessment skills and nursing practice in a safe and professional manner that reflects practice standards and guidelines and promote these practices to all staff.
- Conduct nursing practice in accordance with legislation and common law.
- Promote accountability for nursing practice by all staff within the unit.
- Identify clinical, resource and environmental risks and take appropriate action to control those risks.

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- Demonstrate knowledge of Wodonga Regional Health Service (WRHS) policies and procedures that have legal implications for practice, and promote staff compliance.
- Practice with knowledge and understanding of Infection Control policy and procedures, Department of Human Services (DHS) guidelines and Australian Standards relating to infection control and promote to all WRHS staff.
- Effectively coordinate and efficiently manage the nursing care of individuals or groups of clients.
- Protect the rights of individuals and groups of patients / clients / families or carers and assist informed decision making.
- Promote a physical and psychosocial environment that enhances safety, security and optimal health.
- Utilise and manage resources in an efficient and cost effective manner.
- Maintain and update knowledge of WRHS emergency plans, policy and procedures to maximise effectiveness in a crisis situation.

### KPI ~2 Personal and Professional Development:

- Maintain and enhance current knowledge and skill base that facilitates the best possible client care, staff management and self management.
- Maintain an active professional development program by:
  - Attendance and participation in relevant courses, workshops, lectures, tele/video conferences, evidenced by provision of attendance record of in-service education sessions.
  - Sharing of knowledge and skills so gained with other staff via formal and informal training.
- Manage and provide advice to the NM regarding the particular portfolio held.
- Provide in-services appropriate to staff sharing knowledge and skills, learning and experience.
- Participate actively in the WRHS staff performance review and performance management process.
- Attend mandatory education on an annual basis including:
  - Fire and Evacuation.
  - Manual Handling.
  - Minimal / No Lift (As appropriate to Unit / Program or Department).
  - Cardiopulmonary Resuscitation (CPR) (As appropriate).
  - Infection Control.
- Maintain WRHS approved competencies on an annual basis as required within particular competency criteria.
- Promote a culture of professional development by motivating staff and initiating strategies to promote learning for all colleagues recognising individual abilities and organisational needs.
- Mentor, coach, acknowledge, empower and challenge staff.
- Exhibit flexibility, creditability, commitment, enthusiasm and caring to staff, patients and the organisation.
- Manage Human Resources, environmental and patient care when working In Charge to obtain and maintain organisational values.

### KPI ~ 3 Customer Service:

- At all times promote good interpersonal relationships both within and outside the Department / Unit / Program and Organisation, recognising internal and external customers.
- Provide education and act as a resource to:
  - Other staff, students, clients and carers.
  - Community groups and other agencies as appropriate and required.

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- Conduct work professionally in accordance with the Australian Nursing and Midwifery Council (ANMC) Code of Professional Conduct for Nurses and the ANMC Code of Ethics for Nurses.
- Comply with and promote to all staff the WRHS Code of Conduct.
- Ensure that patient rights of human dignity, confidentiality, privacy and informed consent are maintained.

### KPI ~ 4 Teamwork and Communication:

Negotiate additional responsibilities as delegated by the NM:

- Manage the supervision of students and other staff on the unit encouraging a culture of mentorship.
- Participate in meetings to monitor progress and plan care of patients. Promoting open discussion, and appropriate documentation.
- Allocate nursing resources and manage care according to patient activity.
- Liaise regularly with Nurse Unit Manager (NUM) on patient care and Department / Unit / Program administrative matters.
- Make informed Human Resource decisions confidently and solve problems fairly and effectively using staff input.
- Liaise with other disciplines to achieve common goals, promoting good interpersonal relationships and recognition of skills.
- Disseminate information to other health care workers to facilitate a team approach and delegate tasks effectively where appropriate.
- Perform all duties in keeping with the professional and administrative responsibilities of Unit portfolio and / or Unit specific roles and responsibilities.
- Recognise own abilities and level of professional competence and work to enhance the professional development of other staff.
- Communicate effectively and accurately and document relevant information according to WRHS policies and procedures.
- Promote team building and the commitment of staff to the team.

### KPI ~ 5 Documentation and Administration:

- Document patient information in a clinically effective manner that conforms to legal requirements and WRHS policy.
- Participate in the ongoing development, revision and implementation of policies and procedures within the Department / Unit or Program.
- Maintain confidentiality of information in compliance with privacy legislation.
- Contribute to and maintain where required data collection for statistical purposes and collate where required Department / Unit / Program data for presentation to appropriate bodies.

### KPI ~ 6 Continuous Quality Improvement and Risk Management:

- Comply with WRHS Occupational Health and Safety (OH&S) policies and procedures and the OH&S Act (Vic) as amended 2004.
- Participate in and promote the value of research that contributes to development of evidence based nursing practice and improved standards of care.
- Maintain regular checking of the environment and equipment to ensure safe, effective and efficient practice.
- Handle all equipment and manage consumables with regard to the safety of self and others, identifying problems, repairs and the need for replacement of equipment utilising organisational reporting systems.

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- Manage patient / client / family / carer or staff complaints maintaining respect and professional conduct at all times.
- Manage and advise staff regarding risk identification and appropriate reporting.
- Report any adverse events and complaints to the NM / delegate and document according to WRHS policy and procedure.
- Identify to the NM / delegate equipment, resources or practice risk and communicate change required to maintain and further develop the delivery of an effective, efficient and safe service.
- Initiate and participate in Quality Improvement activities within the Department / Unit / Program and Organisation and regularly evaluate work practices to obtain continuous quality improvement in meeting consumer and organisational expectations and to minimise or manage identified risk .
- Work with the NM to plan, maintain, evaluate and report the Department / Unit / Program annual Quality Plan and risk reduction strategies.

### **Specific Delegations:**

- Appropriate authority is delegated to carry out all duties associated with the position.

### Unit Specific Roles and Responsibilities:

- The Position Description may be clarified by specific roles and responsibilities within the individual unit or department.
- Demonstrate decision making skills consistent with experience and specific roles and responsibilities, as determined by Department / Unit / Program specific standards and portfolios.

### **Performance Appraisal:**

Performance appraisals will be conducted prior to completion of qualifying period (6 months) and annually thereafter.

**SELECTION CRITERIA  
ASSOCIATE NURSE MANAGER**

**MANDATORY CRITERIA**

**Eligibility to practice as a Registered Nurse Division One in Victoria**

- KSC1 Demonstrated competence in patient focused care and problem solving skills at an advanced level.
- KSC2 Demonstrated ability to plan and manage clinical activities at a unit level.
- KSC3 Demonstrated ability to work within a team structure in a multidisciplinary environment.
- KSC4 Knowledge of and prior involvement in:
  - Quality Improvement activities.
  - Staff development.
  - Research.
  - Risk Management.
- KSC5 Demonstrated commitment to professional development.
- KSC6 Knowledge of contemporary human resource management issues including equal employment opportunity and anti-discrimination.
- KSC7 Demonstrated understanding and knowledge of health and safety issues and of OH & S legislation as it relates to “Employee” and “Employer” responsibilities.
- KSC8 Ability to develop and implement initiatives of continuous quality improvement and risk management within the Employee’s designated area of work with a demonstrated customer focussed approach to service delivery.
- KSC 9 Demonstrated commitment to professional development and the willingness to participate in Department / Unit / Program Performance Management (Review) programs both for individual review and assistance with review of other staff.
- KSC10 Commitment to understanding of Infection Control principles as they relate to the positions designated area of work.

Signature of Employee .....

Witness .....

Date .....

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Annexes:

Other Relevant Information: Roles and Responsibilities (Unit Specific).  
Policy – Staff Performance Review and Management.  
Procedure – Staff Performance Review.  
ANCI Code of Professional Conduct for Nurses.  
ANCI Code of Ethics for Nurses.  
WRHS Code of Conduct.

References: ANCI Code of Professional Conduct for Nurses (Division 1 RN).  
ANCI Code of Ethics for Nurses.  
National Competency Standards for the Registered Nurse 3rd Edition.  
WRHS Code of Conduct.

Contact Point: EDPS

THIS SECTION FOR QUALITY OFFICE USE ONLY		
<b>Approval Committee:</b>	<b>Date Approved:</b>	<b>SharePoint Location:</b>
Human Resources Manager	23 July 2008	Position Descriptions...
<b>Responsible Department:</b>	<b>Date for Review:</b>	<b>Manual Location:</b>
Nursing Administration	23 July 2011	Position Description Manual
<b>Version No:</b>	<b>Original Approval Date:</b>	<b>Previously Named As:</b>
3	July 1996	Same