

## Position Description

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<b>Position title:</b>	Associate Nurse Unit Manager
<b>Department:</b>	Gynecology and Women's Cancer Services: 5North/ Complex Care Unit
<b>Classification:</b>	Associate Unit Manager Year 1 - Year 2 (YW11- YW12)
<b>Agreement:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
<b>Reporting to:</b>	Nurse Unit Manager – Cancer Services and Complex Care Unit Manager

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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## About the department/unit

5 North (5N) is a 22-bed medical, surgical and palliative ward providing inpatient care specialising in Women's Health, gynaecology and breast cancer.

The Women's hospital offers treatment for all gynaecological conditions and is a tertiary referral centre for women with chronic pelvic pain, dysfunctional uterine bleeding and issues related to menopause, pelvic floor problems or other urogynaecological problems. Women with medical complications in the early part of pregnancy are cared for by the gynaecology units. 5N also cares for women who are having a termination of pregnancy or who have complications related to reproductive biology such as IVF. We care for women requiring surgical, medical and palliative care for gynaecological cancers including ovarian, endometrial and cervical cancers.

### Complex Care Unit

The Complex Care unit (CCU) is adjacent to 5N and cares for women with complex medical and surgical nursing needs from cancer, gynaecology and maternity services. The service has a dedicated Clinical Nurse Coordinator responsible for the co-ordination of patient care, staff education and support and provision of an outreach consultation service within the hospital. 5N rosters staff into CCU.

### Position purpose

The Associate Nurse Unit Manager (ANUM) combines expert clinical skills with a management focus. In the Nurse Unit Manager's absence, the ANUM oversees the nursing team, addressing clinical and HR issues as needed. This role ensures high quality care, supports staff development and fosters a positive, professional and psychologically safe environment. The role manages administrative operations, coordinates resources and downtime and monitors inventory. Where required, the ANUM provides direct patient care.

### Key responsibilities

#### Leadership and people management

- Demonstrate exemplary leadership skills and professional accountability, participating in meetings and huddles as required
- Ensure that staff are supported to work safely and effectively, in accordance with evidence-based guidelines and relevant professional standards
- Provide constructive learning and professional development experiences, offering appropriate direction and supervision of staff and students as required
- Contribute to positive staff morale, conflict resolution and team cohesiveness
- Provide timely feedback and contribute to performance development plans
- Manage issues proactively, maintaining a focus on solutions that are evidence-based and in-line with the hospitals strategic direction, while meeting the needs of patients and staff
- Delegate duties/tasks and appropriate and assist with ensuring adequate staffing and skill mix
- Identify opportunities to participate in succession planning and other human resource activities

#### Clinical practice

- Participate in the co-ordination of clinical services to ensure optimal service delivery in terms of efficiency, effectiveness and quality
- Ensure that accurate information and records are maintained, using the Women's Electronic Medical Record (EMR) where required to fulfil the duties of the position
- Ensure that adequate stock and resources are available
- Any other duties as required that meet relevant standards and recognised practice

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## **Innovation, learning and improvement**

- Assist with developing and maintaining policies and clinical guidelines, which promote best practice and evidence-based standards
- Identify concerns/issues impeding efficient or safe service delivery to the Nurse Unit Manager and participate in implementing strategies for resolution
- Assume responsibility for own learning and professional development

## **Quality and safety**

- Monitor clinical and operational risks, ensuring that identified risks are documented and reported according to organisational protocol
- Ensures risks are managed proactively to mitigate risk of injury to staff or patients and support the implementation of strategies that provide a resolution of identified risks
- Participate in the prevention, investigation and incident reporting system (VHIMS)

## **Key Performance Indicators (KPI's)**

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

## **Key selection criteria**

### **Experience/qualifications/attributes**

#### **Essential:**

- Current AHPRA registration as a Registered Nurse
- A minimum of four years post-graduation experience as nurse
- Relevant qualification in Complex Care/High dependency nursing (or willing to complete training next available course)
- Relevant clinical experience with demonstrated commitment to evidence-based practice and quality improvement
- A high level of communication and interpersonal skills, with the ability to work effectively and collaboratively within a multidisciplinary team
- A professional, positive, open and approachable demeanour
- The ability to educate with evidenced based information to assist informed decision making and a commitment to clinical excellence and customer service
- An understanding of the impact of social determinants on health and wellbeing
- The ability to plan, prioritise and time manage, balancing competing and conflicting priorities
- Demonstrated evidence of commitment to ongoing professional development
- Proficiency in computer applications, including the use of Microsoft Office, email communication platforms, and internet-based applications
- Embodiment of the Women's values

#### **Desirable:**

- Postgraduate management qualifications, or working towards
- Experience in specific areas of women's health, palliative care, chemotherapy, gynaecology and breast oncology and dysplasia
- The ability to coordinate care for those with diverse physical, linguistic, psychological and psychosocial needs
- Experience in quality and improvement activities, clinical debriefing and/or peer support

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## Organisational relationships

### Internal relationships

- Nurse Unit Managers
- Nursing Staff
- Clerical Staff
- Patients, partners, and family members using the unit
- Multidisciplinary teams
- Other department staff members

### External relationships

- Palliative Care- RMH/ VCCC
- Hospital in the Home- RMH
- Intensive care Unit and Emergency Department- RMH
- Other healthcare providers

## Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Constant
<b>Sitting</b> – remaining in a seated position to complete tasks	Occasional
<b>Standing</b> – remaining standing without moving about to perform tasks	Rare
<b>Walking</b> – floor type even, vinyl, carpet,	Constant
<b>Lean forward/forward flexion from waist</b> to complete tasks	Frequent
<b>Trunk twisting</b> – turning from the waist to complete tasks	Frequent
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Rare
<b>Squatting/crouching</b> – adopting these postures to complete tasks	Rare
<b>Leg/foot movement</b> to operate equipment	Rare
<b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	Not Approved
<b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10 – 20 kg	Frequent
– heavy push / pull forces over 20 kg	Rare
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Rare
<b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)	Rare
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Rare
– Gripping, holding, twisting, clasping with fingers/hands	Rare
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	Not applicable
Sensory demands	Frequency
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift	Constant
Psychosocial demands	Frequency
<b>Observation skills</b> – assessing/reviewing patients in/outpatients	Constant
<b>Problem solving</b> issues associated with clinical and non-clinical care	Constant
<b>Working with distressed people and families</b>	Constant

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Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Occasional
Exposure to distressing situations	Constant

#### Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

### Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

### Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

### Declaration

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

**Developed date:** 8/10/2025

**Developed by:** Cancer Services and Complex care Unit Manager

**Date of next review:** (12 months from now)

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