

Position Description

Position title:	Associate Nurse Unit Manager
Department:	Operating Theatres
Classification:	Registered Nurse Associate Nurse Unit Manager Year 1 (YW11) – Year 2 (YW12)
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028)
Reporting to:	Nurse Unit Manager – Operating Theatres

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

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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.

About the department/unit

The Perioperative Services at the Royal Women's Hospital is a comprehensive dedicated service incorporating all aspects involved in surgical intervention for patients. The Operating Suite is an integral department within the Perioperative Services. The Operating Suite provides surgical services 24 hours per day, seven days a week and consists of five operating theatres including one dedicated emergency theatre, two procedure rooms, and a ten bay PACU. Surgical specialties include obstetrics, gynaecology, urogynaecology, breast, and oncology.

Position purpose

The Associate Nurse Unit Manager (ANUM) fulfils the role and responsibilities of the Registered Nurse, demonstrating expert knowledge and skills whilst assuming a prominent management focus within the Operating Suite. The ANUM is an integral member of the department management team, assisting the NUM in the course of their duties to ensure efficient operation of the clinical environment. The ANUM manages the nursing and related resources available to the Operating Suite, sets the clinical standards to achieve high quality nursing care and fosters and maintains a working environment which provides professional development and job satisfaction for all staff. The ANUM assumes the responsibilities and authority of the NUM in their absence and as such must have knowledge of the administrative operation of the department and, when appropriate, be involved in the delivery of direct patient care. The ANUM will also attend to daily theatre management responsibilities including staff allocation and management and theatre list organisation. The ANUM will be assigned the responsibility of overseeing either a scrub/scout or PACU/Anaesthetics portfolio. This may include, but not limited to, management activities involving trials of new equipment, Performance management, PDR's, ordering equipment, interacting with external stakeholders, working collaboratively within the multidisciplinary team, providing support to staff, coordinating patient flow and the smooth running of the Operating theatres and PACU on a daily basis.

Key responsibilities

Clinical Expertise/Skills

- Participate in the co-ordination of clinical services to ensure optimal service delivery in terms of efficiency, effectiveness and quality
- Identify concerns / issues impeding efficient or safe service delivery to the Nurse Unit Manager and participate in implementing strategies for resolution Leadership/ Management
- Demonstrate exemplary leadership skills and professional accountability
- Assists with ensuring adequate staffing and skill mix
- Ensure that staff are supported to work professionally, safely and effectively, in accordance with The Women's evidence-based guidelines, and relevant professional standards
- Be aware of contemporary trends and changes in perioperative practice that will impact perioperative practice and patient care
- Delegate duties/tasks as appropriate to team, CNS's and other nurses
- Manage issues proactively, maintaining a keen focus on solutions that are evidence-based, in line with strategic direction, and meet the needs of women and staff.
- Participates in the interview process and selection of new staff as required.
- Assists with the theatre orientation and induction programs for new staff.
- In collaboration with the Clinical Educator, develops competencies for the specific clinical specialties and monitors staff undertaking these competencies.
- Provides performance feedback as required.
- Manages portfolio requirements

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- Acts as a role model, provides constructive learning experiences, acts as a mentor and provides appropriate direction and supervision of staff and students as required.
- Assists in conflict resolution.
- Contributes to positive staff morale and team cohesiveness.
- Demonstrates a responsible attitude towards efficient and effective management of human and material resources.
- In conjunction with the equipment officer, ensure that adequate stock and instruments are available
- In the absence of the NUM provide management and clinical direction to all nursing staff and theatre technicians • Identify opportunities to participate in succession planning and professional development

Human resources

- Maintain an awareness of issues that may impact upon the satisfaction and retention of staff
- Participate in recruitment and retention of staff to positions within the operating suite • Foster cooperative relationships and appropriate consultative mechanisms with all staff groups and their representatives in turn promoting staff fulfilment and recognition
- Participate in performance review and development programs within the suite
- In consultation with the NUM review work practices to ensure cost effective management of both human resources and material resources
- Manage staff deficits and sick leave vacancies Research and training
- Contribute to the development and review of policy, procedure and clinical practice guidelines
- Be a mentor and resource for all staff
- Facilitate clinical learning opportunities and experience for staff
- Assume responsibility for own professional development and be aware of contemporary issues and challenges in the operating suite environment
- Support and encourage staff professional development needs • Liaise with SPS manager and/ or delegate
- Liaise with DSU/ Holding Bay/ stage 2 recovery re. planning/ allocating elective, emergency surgery and coordinating post op care Other responsibilities
- Foster honest, open, positive and ethical relationships with all internal and external stakeholders
- Be accountable for one's own performance and continually seek to improve practices and standards
- Perform other duties as reasonably required by the Operating Suite Nurse Manager
- Act as a role model in the diplomatic management of issues and ensure that Perioperative staff act in a professional, ethical manner at all times
- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Infection Control, Equal Employment Opportunity, Data Integrity and Confidentiality
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions
- Ensures all mandatory competencies are maintained annually

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- Co-ordinate handover to the afternoon shift leader and receive handover from night shift In Charge, hands over any/ all relevant information in ISBAR format Risk Management / Occupational Health & Safety
- Monitor clinical and operational risks, ensuring that identified risks are documented and reported according to organisational protocol
- Maintain knowledge and ability to perform the role of Floor / Zone Warden in case of fire / evacuation of the Operating Suite • Participate and support delegated OH&S and Infection Control portfolios, including emergency training, Smart Lift and audits
- Participate in the prevention, investigation and incident reporting system (VHIMS)
- Ensure risks are managed proactively to mitigate risk of injury to staff or patients
- Ensure the implementation of strategies that provide a resolution of identified risks
- Stakeholder relationships
- Develop and maintain effective and timely communication with staff, access and bed managers, peers and Directors
- Liaise and develop effective relationships with internal and external key stakeholders
- Represent the Perioperative Services at internal and external committees/meetings
- Keep up to date with and monitor the external environment for issues that may impact on the services in the program

Communication Documentation

- Displays an advanced level of effective communication and interpersonal skills.
- The ANUM provides documentation that:
 - Is concise and relevant
 - Is clear and legible
 - Is within a legal and ethical framework
- Documents accurately and manages appropriately customer complaints and staff conflicts together with strategies for improvement

The ANUM is responsible for utilising appropriate communication channels to keep abreast of local and hospital wide issues and changes via memos, newsletters, minutes of meetings, performance improvement projects forums, etc.

Verbal

- Uses and maintains a high professional standard of verbal communication and behaviour to all clients, (staff, visitors and patients)
- Gives support and encouragement
- Demonstrates co-operation and support for others
- Utilises via appropriate communication and reporting channels
- Demonstrates an ability to negotiate and resolve conflict
- Demonstrates an ability to counsel nursing staff as required
- Demonstrates an ability to provide performance feedback

Non-Verbal

- Establishes and maintains constructive relationships with all clients

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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

Experience

- Relevant Health Industry Experience e.g. Operating Room ANUM
- Sound knowledge and demonstrated experience to work in busy environment keeping tight time-frames
- Well-developed organisational skills
- Demonstrated commitment to patient-centered care, and evidence-based practice in health care service delivery
- Well-developed computer skills and proficient in Microsoft
- Good organisational skills and ability to work as an individual and as a member of the team in order to prioritise the workloads and meet deadlines

Essential:

- Current AHPRA registration as a Registered Nurse
- Current knowledge of, and the ability to apply, nursing principles and practices in the delivery of patient care, within designated practice area
- Well developed, effective communication and interpersonal skills
- Demonstrated ability to work effectively as part of a team and build strong relationships with a wide range of stakeholders
- A strong commitment to patient safety and patient-centred care
- The ability to time manage, prioritise and problem solve
- An interest in continuous improvement and professional development
- The ability to work a rotating roster
- Embodiment of the Women's values

Desirable:

- A post graduate certificate or working towards a post graduate certificate

Organisational relationships

Internal relationships

- Chief Executive
- Executive Director of Finance and Executive Nurse & Midwifery
- Director (Nursing) of Women's Health
- Director (Medical) of Anaesthetics/Women's Health
- Program Manager Surgical Services
- Bed Manager/ After Hour Coordinators
- Operating Suite Nurse Unit Manager
- Elective Surgery Access Manager and Pre-admission Triage Nurses
- Day Surgery Unit Nurse Unit Manager
- Manager – Sterile Processing Service (SPS)

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- Perioperative Services Associate Nurse Unit Managers
- Perioperative Services staff
- Theatre receptionist
- Hospital wide staff and patients
- Patients, their partners within the operating suite
- Allied health care team members
- Other department staff members

External relationships

- Relevant external organisations
- Other healthcare providers

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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
Shift work – rotation of shifts – day, afternoon and night	Prolonged and Constant
Sitting – remaining in a seated position to complete tasks	Rare
Standing – remaining standing without moving about to perform tasks	Prolonged and Constant
Walking – floor type even, vinyl, carpet,	Prolonged and Constant
Lean forward/forward flexion from waist to complete tasks	Frequent
Trunk twisting – turning from the waist to complete tasks	Frequent
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting/crouching – adopting these postures to complete tasks	Occasional
Leg/foot movement to operate equipment	Occasional
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Frequent
Lifting/carrying – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5 – 10 kilos	Occasional
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10 – 20 kg	Occasional
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Occasional
Head/neck postures – holding head in a position other than neutral (facing forward)	Occasional
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged and Constant
Hearing – use of hearing is an integral part of work performance	Prolonged and Constant
Touch – use of touch is integral to most tasks completed each shift	Prolonged and Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Prolonged and Constant
Problem solving issues associated with clinical and non-clinical care	Prolonged and Constant
Working with distressed people and families	Occasional
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Occasional
Exposure to distressing situations	Occasional

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

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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: July 2025

Developed by: NUM – Operating Theatres

Date of next review: July 2026

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