

POSITION DESCRIPTION

SESLHD - Nurse Unit Manager Lvl 1 – Corrections Health Liaison



South Eastern Sydney
Local Health District

Our CORE values: Collaboration Openness Respect Empowerment

Our Vision: Exceptional care, healthier lives.

Our Purpose:

To enable our community to be healthy and well; and to provide the best possible compassionate care when people need it.



ourpeopleourculture

Organisation	NSW Health
Local Health District / Agency	South Eastern Sydney Local Health District
Position Classification	Nurse Unit Mgr Lvl 1
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery Nurse Unit Manager
Website	www.seslhd.health.nsw.gov.au/

PRIMARY PURPOSE

The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. The NUM Corrections Health Liaison has an overall responsibility to ensure care of corrective services patients is coordinated in a safe and timely manner across Prince of Wales Hospital in line with the service level agreement with Justice and Forensic Mental Health.

As the Liaison you will be responsible for coordinating Clinical operations including patient care, developing and maintaining safe clinical practices and excellent clinical outcomes, quality improvement and patient flow of the corrective services patients.

The purpose of the Nursing Unit Manager Lvl 1 Corrections Health Liaison is to:

- Lead, direct and co-ordinate patient or client care in relations to Corrections Health patients
- Ensure the practice of nursing is safe and efficient for both staff and corrections health patients
- Monitor and manage the functions and processes of corrections health service across POWH
- Maintain open and effective communications with Justice Health representatives

As a member of the Operations Centre team, the NUM will demonstrate her/his capability through attitude, skills, behaviour and attributes, namely:

- Broad nursing/critical care experience and knowledge;
- Understanding and acceptance that patients are the central focus of service delivery
- Professional integrity;
- Ethical conduct;
- Accountability;
- Advocacy;
- Enabling others;

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- Cultivation of collaborative relationships and effective team work;
- Commitment to advancing the profession of nursing/midwifery and care provision

Nurses at the Prince of Wales Hospital are committed to working within Practice Development principles. This is enabled through a framework of inclusiveness, active participation and collaboration.

Our staff, through facilitation, are empowered and engaged in the shared decision making process in order to influence practice. This is achieved by working together in an environment which supports person-centredness through evidence based care, learning and enquiry.

All Registered Nurses must comply and act in accordance with recognised professional and organisational standards established by:

- NSW Health
- The Nursing and Midwifery Board Of Australia
- South Eastern Sydney Local Health District
- Prince of Wales Hospital

Clinical supervision at the point of care is the role and responsibility of each Registered Nurse and Enrolled Nurse within everyday clinical practice, in line with the Australian Nursing and Midwifery Council decision making frameworks for nurses and midwives.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL REQUIREMENTS

- All staff are required to complete and submit a Pre-employment Health Declaration Form
- Dependent on position applied for you will need to complete/provide a Working with Children Check

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(WWCC), National Police Check (NPC) and/or Aged Care Check.

- As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.

KEY ACCOUNTABILITIES

Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level of and quality of service.

This position description has been based upon the Nursing and Midwifery Office, Nursing and Midwifery Unit Manager Role Conceptual Framework (August 2008).

The differentiation of NUM grade will relate to the local context referenced to the NSW Public Health System Nurses' & Midwives State Award and determined through the SESLHD Nurse/Midwife Grading Committee.

1. Patient Care Coordination and the practice of Nursing

- Lead, direct and co-ordinate patient care in the ward/unit
- Facilitate collaborative teams in the delivery of patient care
- Use patient and carer feedback to inform service delivery
- Enable a culture of enquiry and questioning about the practice of nursing
- Strive for the use of best practice and contemporary nursing knowledge in the delivery of nursing care.
- Uphold the principles of practice as defined by the Nursing and Midwives Act 1991, ANMC Codes of Conduct and Codes of Ethics and Professional Conduct
- Establish and maintain a standard of practice that meets the ANMC Australian Nursing and Midwifery Council Incorporated (ANMC) competence standards, NSW Ministry of Health (NSW MoH), Local Health District (LHD) and organisational policy and procedures.

2. Nursing Staff Management and Leadership

- Establish and maintain relationships of trust in the workplace
- Create an empowering work environment that enables the transfer of knowledge into practice
- Have an awareness of broader professional and health care issues and activities
- Inspire and support others to achieve their potential
- Enable others to achieve a shared vision

3. Ward/Unit/Team Management

- Ensure the human, physical and financial resources of the ward/unit are managed, in collaboration with relevant subject matter experts, to deliver safe and efficient health care
- Participate in problem solving in matters related to the functioning of the unit/ward
- Establish and maintain processes to facilitate performance improvements
- Manage ward/unit staff to facilitate growth and development
- Monitor and maintain a safe environment for patients, staff and visitors in collaboration with the relevant

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- Ensure and maintain knowledge and participation in business management activities within NSW Ministry of Health, Local Health Districts, organisational policy and procedures and beyond.

KEY CHALLENGES

- Challenges: • Managing time and prioritising the clinical workload within finite resources to ensure the delivery of optimum standards of nursing care that meet patient/client needs and expectations • Balancing clinical and resource decision making within finite resources to ensure new models of care are sustainable and evidence based. • Matching patient demands to staffing resources. Meeting benchmarks and key performance indicator. • Contributing, in a positive culture working environment of constant change, to improving the ways in which nurses and other members of the health care team work together to provide treatment, care and support to individuals and carers. • Working with at risk, vulnerable and distressed patients, families and carers. • Assess and improve compliance and identify and promulgate better clinical practice
- Decision Making: • Overall responsibility for decisions pertaining to patient care coordination and the day to day clinical operational management of the unit. • The Nursing Unit Manager consults with the Nurse Manager during hours and the Afterhours Nurse Manager out of business hours. • On consultation with the NUM2 Neurosciences unit, establish behaviour values and acceptable behaviour guidelines to support workplace culture improvement.
- Communication: • Ensuring effective, timely and appropriate communication between all members of the multidisciplinary team, patients, their family members / carers and the general public. • Develop and maintain good communication lines with colleagues and managers. • Establish and maintain relationships across a broad range of stakeholders within the service groups in which they are working, as well as across the organisation. • This position liaises closely with the After-Hours Nurse Manager and reports any matters in relation to the department to the NUM 3 Neuroscience Unit

KEY RELATIONSHIPS

Who	Why
To be discussed upon commencement	To be discussed upon commencement

SELECTION CRITERIA

1. Current registration as a Registered Nurse with the Nursing & Midwifery Board of Australia
2. Relevant management tertiary qualification or equivalent work experience, or a combination of study and work experience with a demonstrated commitment to professional development
3. A demonstrated knowledge and experience in the management and delivery of health care services
4. Proven ability in innovative clinical service delivery, harm minimisation and practice development
5. Effective interpersonal and communication skills that demonstrate the ability to engage, enable and manage teams
6. Proven ability to create and maintain a positive workplace culture and articulate and achieve a vision for



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nursing services.

7. Recent clinical experience in managing Corrections Health patients and the operational requirements involved in coordinating care for Corrections Health patients
8. Understanding of and commitment to the effective and meaningful engagement of clinicians in the decision making process that impact on positive patient outcomes

OTHER REQUIREMENTS

- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
- Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit

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Job Demands for: SESLHD - Nurse Unit Manager Lvl 1 – Corrections Health Liaison

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Occasional</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Occasional</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Frequent</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Infrequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Infrequent</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Not Applicable</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Infrequent</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Infrequent</p>



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<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Infrequent</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Occasional</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Not Applicable</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Infrequent</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Infrequent</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Infrequent</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Infrequent</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p>Driving - Operating any motor powered vehicle</p>	



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Infrequent

Sensory Demands

Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)

Frequent

Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)

Frequent

Smell - use of smell is an integral part of work performance (e.g. working with chemicals)

Infrequent

Taste - use of taste is an integral part of work performance (e.g. food preparation)

Not Applicable

Touch - use of touch is an integral part of work performance

Frequent

Psychosocial Demands

Distressed People - e.g. emergency or grief situations

Frequent

Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness

Occasional

Unpredictable People - e.g. dementia, mental illness, head injuries

Restraining - involvement in physical containment of patients/clients

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Occasional	Infrequent
Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies	
Infrequent	

Environmental Demands	
Dust - exposure to atmospheric dust Infrequent	Gases - working with explosive or flammable gases requiring precautionary measures Infrequent
Fumes - exposure to noxious or toxic fumes Not Applicable	Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE Infrequent
Hazardous Substances - e.g. dry chemicals, glues Infrequent	Noise - environmental/background noise necessitates people raise their voice to be heard Infrequent
Inadequate Lighting - risk of trips, falls or eyestrain Not Applicable	Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight Not Applicable
Extreme Temperatures - environmental temperatures are less than 15°C or more than	Confined Spaces - areas where only one egress (escape route) exists



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35°C	
Not Applicable	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground Infrequent	Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls Not Applicable
Working At Heights - ladders/stepladders/scaffolding are required to perform tasks Not Applicable	Biological Hazards - exposure to body fluids, bacteria, infectious diseases Infrequent

