

POSITION DESCRIPTION

Nurse Unit Manager 1 Medical Imaging Department



Health
Illawarra Shoalhaven
Local Health District

Our CORE Values

Collaboration
Openness
Respect
Empowerment



Organisation	NSW Health
Local Health District /Agency	Illawarra Shoalhaven Local Health District
Position Number	TBC
Cost Centre	TBC
Position Classification	Nurse Unit Manager Level 1
State Award	Public Health System Nurses & Midwives (State) Award
Reporting to	Director of Operations Medical Imaging / Deputy Director of Nursing Shoalhaven
Does this role manage or supervise others?	Yes
Vaccination Category	Nursing and Midwifery Requirements
Website	http://www.islhd.health.nsw.gov.au/

PRIMARY PURPOSE (max 3,800 characters with spaces)

The Shoalhaven Hospital Nurse Unit Manager Level 1 supports the SHG Chief Radiographer Medical Imaging by facilitating the coordination of clinical services within the unit while providing clinical supervision, support and leadership to the staff to achieve customer focused quality care.

KEY ACCOUNTABILITIES (max 3,800 characters with spaces)

COORDINATION OF PATIENT SERVICES:

- Liaise and collaborate with MDT for provision of services to meet patient needs
- Report on individuals' clinical information, maintain confidentiality and accurate health care documentation to ensure necessary information is available to meet legal and ongoing care requirements.

UNIT MANAGEMENT:

- Implementation of ISLHD Policies
- Dissemination of all relevant information to staff
- Ensure environmental safety
- Monitor the use and maintenance of equipment
- Monitor the supply and use of stock and supplies
- Monitor cleaning services

NURSING STAFF MANAGEMENT:

- Direction, coordination and supervision of nursing activities
- Training, appraisal and counselling of nursing staff
- Rostering and/or allocation of nursing staff
- Development and/or implementation of new nursing practice according to patient & ISLHD needs.

SELECTION CRITERIA (max 8 selection criteria)

1. Registered Nurse with a current licence to practice from the Australian Health Practitioners Regulation Agency (AHPRA) with current NSW Drivers License.
2. Relevant management tertiary qualifications or working towards the same
3. Relevant experience in a Medical Imaging or a similar setting with knowledge and understanding of the current strategies and policies that impact on Medical Imaging nursing.
4. Demonstrated skills in leadership and management within the healthcare setting.
5. Demonstrated ability to evaluate clinical services and manage change.
6. Proven ability to create and maintain a positive workplace culture and articulate and achieve a vision for nursing services.
7. Demonstrated computer literacy and confidence in using Microsoft and health care information systems.

KEY CHALLENGES (max 3 key challenges – 1,000-character limit **with spaces** in each field)

1. Balancing clinical, resource decision making and changing priorities to ensure that individuals are the centre of care delivery.
2. Decision Making: Overall responsibility for decisions pertaining to patient care coordination and the day-to-day management of the service.

KEY RELATIONSHIPS (max 3 internal and 2 external key relationships – 200-character limit **with spaces** in each field)

WHO	WHY
Director of Operations Medical Imaging	Direct reporting line manager.
DDON Shoalhaven Hospital	Direct support relationship.
Chief Radiographer – Shoalhaven Hospital	Direct support relationship.

JOB DEMANDS CHECKLIST

Definitions

* Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a brief time on a very infrequent basis	C	Constant – activity exists for more than two-thirds of the time when performing the job
O	Occasional - activity exists up to one-third of the time when performing the job	R	Repetitive – activity involves repetitive movements.
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job.

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks			X			
	Standing Remaining standing without moving about to perform tasks			X			
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes			X			
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks	X					
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks	X					
	Kneeling Remaining in a kneeling posture to perform tasks	X					
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks	X					
	Leg/ Foot Movement Use of leg and or foot to operate machinery		X				
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding	X					
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg	X				
		Moderate lifting & carrying – 10 – 15kg					X
		Heavy lifting & carrying – 16kg and above					X
	Reaching Arms fully extended forward or raised above shoulder		X				
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body		X				
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)		X				
	Hand & Arm Movements Repetitive movements of hands & arms			X			
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands			X			
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving Operating any motor-powered vehicle						X

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance eg viewing of X-rays, computer screen				X		
	Hearing Use of hearing is an integral part of work performance eg telephone enquiries				X		
	Smell Use of smell is an integral part of work performance eg working with chemicals			X			
	Taste Use of taste is an integral part of work performance eg food preparation						X
	Touch Use of touch is an integral part of work performance				X		

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Assisting ↓						
	Distressed people eg. emergency or grief situations				X		
	Aggressive & uncooperative people eg. drug/alcohol, dementia, mental illness		X				
	Unpredictable people eg. dementia, mental illness, head injuries		X				
	Restraining Involvement in physical containment of patients/clients	X					
	Exposure to distressing situations eg child abuse, viewing dead/mutilated bodies		X				

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						X
	Gases Working with explosive or flammable gases requiring precautionary measures			X			
	Fumes Exposure to noxious or toxic fumes	X					
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE		X				
	Hazardous substances eg. dry chemicals, glues		X				
	Noise Environmental/background noise necessitates people to raise their voice to be heard		X				
	Inadequate lighting Risk of trips, falls or eyestrain						X
	Sunlight Risk of sunburn exists from spending more than 10 minutes per workday in sunlight						X
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists						X
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground		X				
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls						X
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards eg. exposure to body fluids, bacteria, infectious diseases				X		