Position Description

Position Title:	Associate Nurse Unit Manager - Patient Flow and Access Unit
Reports to:	Nurse Unit Manager - Patient Flow and Access Unit
Department:	Patient Flow and Access Unit
Directorate:	Clinical Operations & Rural Campuses
Cost centre:	A5255
Code & classification:	Associate Nurse Unit Manager (YW11 - YW12)
Employment conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single interest Employers) Enterprise Agreement 2024-2028 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Associate Nurse Unit Manager (ANUM) provides operational and clinical leadership for Patient Flow and Access Unit (PFAU) in the absence of the PFAU Nurse Unit Manager (NUM).

The PFAU forms the governance structure for centralised flow and access activities, with an operational unit consisting of two functional zones: four PFAU flexible care beds and the Transit Lounge. The patient cohort includes those being discharged, patients transitioning from the Emergency Department and/or the Critical Care Unit into ward beds and patients who require direct admission to inpatient beds.

The PFAU flexible beds operate from 0830-1700 7 days per week whilst the Transit Lounge operates from 0800-1700 on weekdays. The PFAU ANUM is responsible for daily operational oversight of the flexible care beds, overseeing the RN staff who provide care to patients occupying the beds. The ANUM will work a Friday to Monday roster, ensuring smooth flow and operations over the weekend.

The PFAU ANUM will assist with the coordination of flow and access initiatives, contributing to the achievement of hospital-wide goals. They will assist with trialling, testing and implementing changes, partnering with multidisciplinary colleagues and supporting staff to understand the reasoning behind change ideas and new processes. The PFAU ANUM may, at times, support other departments to implement change processes and patient flow initiatives. The ANUM will contribute to standardised patient flow activities across all seven days, and will assist hospital teams to identify suitable patients for the Transit Lounge and/or PFAU.

The Associate Nurse Unit Manager (ANUM) is responsible for the coordination and organisation of staff and resources to ensure the delivery of quality, patient focused care within the PFAU. The PFAU ANUM will have strong organisational and communication skills. The ANUM will delegate duties to the Registered and/or Enrolled nurses on duty each shift. The ANUM will regularly liaise with the other wards and departments within GV Health to assist with identifying appropriate patients to be admitted into the unit.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Promotion of Patient Flow and Access Unit flexible care beds.
- Assist with the coordination of improvement projects supporting patient flow and access.
- Provide quality and safe clinical care that reflects the needs of the consumer.
- Ensure effective admission to and movement through PFAU to support daily smooth patient flow.
- Roster management.
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment.
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge.
- Provides supervision of clinical care provided by all nursing staff in the clinical area.
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure.
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines.
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided.
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards.
- Role model for professional excellence.
- The Associate Nurse Unit Manager accepts responsibility of clinical and corporate coordination of the PFAU and/or Transit Lounge in absence of the Nurse Unit Manager/Division Operations Director.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse

Essential:

- Demonstrated leadership, experience and knowledge related to health care.
- Self-motivated with high level of communication, organisational and time management skills with the ability to prioritise tasks and work under minimal supervision.
- Working knowledge of patient management and information systems.
- Computer literacy at intermediate level.
- Knowledge of current statutory requirements including relevant awards, OH&S.
- Awareness of financial and budgetary process.
- Excellent interpersonal skills and be able to work effectively within a busy and dynamic team environment.

Desirable:

- Previous management experience at an Associate Nurse Unit Manager level.
- Post-registration Qualification in Advanced Nursing Practice.
- Experience in quality improvement projects

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Development and maintaining of collaborative relationships with all other teams and professionals.
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers.
- Leadership within the PFAU and Transit Lounge, through promotion, leadership and innovation.
- Contribution to patient flow and access initiatives.
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- Completion of all necessary personal training and continuous learning requirements.
- Adherence to legislation pertaining to privacy and confidentiality and the handling of personal information.
- Participation in an annual staff performance development program.
- Registration is maintained and working within scope of practice.
- Attendance and active participation at meetings as required.
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Active participation in the Performance and Development review process.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstrate of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines.
- Develop and maintain collaborative relationships with all other teams and professionals.
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce.
- Contribute to organisational quality and safety initiatives.
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children.
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process.
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public.
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs.
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.
- Comply with the principles of patient and family centred care.

- Not smoke or vape on GV Health premises.
- Comply with immunisation requirements as per the Department of Health Victoria.
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations & Rural Campuses	**Associate Nurse Unit Manager - Patient Flow and Access Unit**
Reviewed by:	Divisional Operational Director Access &Investigative Services
Issue Date:	November 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: Values and Vision - GV Health

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: Strategic Plan 2024-2026 - GV Health

FOR MORE INFORMATION

Application tips: Application Tips - GV Health
GV Health: https://www.gvhealth.org.au/about/
Child Safety and Wellbeing: Child Safety and Wellbeing - GV Health
Living in Goulburn Valley: Goulburn | Regional Living Victoria
GV Community Connector: Community Connector Program for Businesses