

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



POSITION DESCRIPTION

Position Title:	Associate Nurse Unit Manager – General Operating Theatres
Business Unit/Division:	Surgical Services
Award Agreement:	Nursing & Midwifery
Classification:	YW11, YW12
Employment Type:	Permanent Part-time
Reports to:	General Operating Theatre Nurse Unit Managers, Director of Operations Surgical Services
Date Prepared/Updated:	6 July 2026

ROLE STATEMENT

General Role Statement:

The Associate Nurse Unit Manager (ANUM) Scrub Scout of the Operating Suite in association with the NUM is accountable for the provision of professional nursing leadership to all staff within the theatres; the coordination of the multidisciplinary team and the provision of high-quality nursing care to people attending the Operating suite for care.

The Floor Coordinator's responsibility is to ensure the timely commencement of all elective surgery lists. Advocacy and safety to all patients and staff within the operating theatre in accordance with policies and procedures set by NH and the 8 National Standards is of primary concern.

The floor coordinator shall determine the staffing within the operating theatre to ensure appropriate skill mix for every patient and align with ratios.

This role is also responsible for the co-ordination of patients requiring emergency surgery in collaboration with the anaesthetist in charge and requesting surgeon or registrar.

This position is also a key role in providing clinical leadership and guidance to staff to enhance the safety and effectiveness of clinical practice.

The Associate Nurse Unit Manager (ANUM) in the absence of the Nurse Unit Manager will administer and manage the professional and operational resources of his/her ward or unit

This position is responsible for:

- Ensure that all daily operational activities within the area related to supplies, equipment and physical environment are attended
- Ensure that staff maintain a working knowledge of emergency procedures and location of emergency equipment
- Assess all patient and related incidents, acts where appropriate and makes recommendations for change where warranted
- Contribute to quality improvement and sustainability of the organisation; Participating in quality activities. Ensure flexibility within the role in order to respond to the changing needs of our customers.

- Attend and actively contribute to Unit meetings.
- Function as a clinical role model to nurses and other health professionals.
- Function in accordance with legislation and common law affecting nursing practice.
- Demonstrate knowledge of the legislation governing nursing practice in Victoria.
- Perform nursing interventions in accordance with recognised standards of practice.
- Ensure documentation conforms with legal and hospital requirements
- Recognise, report and record adverse incidents promptly and concisely.
- Function in accordance with ethical practice.
- Deliver an equitable standard of care regardless of patient's or colleagues' differing values, beliefs, culture or social context
- Ensure confidentiality of information pertaining to colleagues, patients and their significant others.
- Assume accountability for own actions:
- Recognise and practise within the scope of his/her own practice
- Readily seek feedback regarding own standard of practice.

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership:

- Lead the Unit's provision of excellent, patient-centred health care.
- Utilise opportunities for research to inform standards of care and quality improvement projects.
- Contribute to the development of clinical care standards and nursing policies, procedures and protocols.
- Ensure patient record management meets legal, professional and organisational standards.
- Ensure patient incidents are recorded on Riskman, appropriately investigated, and corrective actions taken where required.
- Utilise patient and carer feedback to inform the delivery of patient-centred care.
- Monitor the Unit's productivity and performance through appropriate efficiency indices e.g. theatre Start on Time, Session utilisation, Elective vs Emergency theatre demand and utilisation

- Undertake the floor co-ordinator role as required, ensuring adequate staffing and skill mix for each theatre, monitoring of emergency demand and co-ordination of elective list for following day.
- Identify potential of actual barriers to patient flow and manage accordingly.
- Appropriately and promptly escalate any issues of concern.
- Develop and implement patient flow initiatives within the Unit and interfacing departments.
- Facilitate and participate in team communication and decision-making strategies that support the Unit's and organisation's objectives.
- Support the Unit's budget development and ensure financial management consistent with the NH delegations' policy.
- Ensure equipment is maintained and replacement planned.
- Understand the separate and interdependent role and functions of the health care team
- Collaborate with members of the health care team in decision making pertaining to care regimes and discharge planning
- Seek clarification from members of the health care team when management plans are unclear or misunderstood

Strategic and Project Management Leadership:

- Support the achievement of accreditation under the National Safety and Quality Health Care Standards
- Practice within the guidelines for the National Quality & Safety of Health Care standards.
- Contribute to quality improvement through participating in quality activities and projects.
- Participate in Safety and Quality education and training
- Undertake role activities in a manner that supports a safe environment, eliminating harm to patients and staff.
- Record and report all clinical and non-clinical incidents.
- Encourage utilisation of, and participate in, the patient complaint process as a means to improve the quality and safety of care.

Organisation-Wide Contribution:

- Participate in unit based and intra-hospital committees and working parties.
- Formulate an annual performance plan and monitor progress with NUM
- Seek common ground in times of conflict and be prepared to make concessions to achieve win/win situations
- Fully consider local decisions in the context of broader multidisciplinary team objectives
- Effectively and systematically prioritises work which allows achievement of objectives for self and others
- Provides support and deliver a solution-based approach during periods of change

Diversity and Inclusion:

- Commit to the principles of Person-Centred Care and to embedding these principles in all elements of service provision
- Exhibit customer service behaviours in all interactions with internal and external customers
- Work with consumers to improve the safety and quality of services
- Support achievement of Northern Health's Cultural Responsiveness Plan
- Promote a physical and psychosocial environment which promotes the safety and wellness of staff

Innovation and Culture Change:

- Ensure any incidents are recorded on Riskman
- Promote a unit culture of optimism, innovation, encouragement, learning and creativity

SELECTION CRITERIA

Qualifications, Registrations and Qualities:

- Current Nursing registration with AHPRA
- Current National Police and Working with Children History Check
- Post Graduate qualifications in Peri-operative Nursing or equivalent
- Highly developed and effective verbal communication skills
- Skilled in Scrub / Scout in all areas
- Demonstrated organisational skills
- Demonstrated ability to assist and support change
- Knowledge of and commitment to Quality Improvement
- Demonstrated understanding of professional nursing issues
- Tolerance for ambiguity and ability to be flexible within a changing work environment
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Experience:

- Experience as Clinical Nurse Specialist
- Experience as Nurse In-Charge preferred
- Experience in conflict management / negotiations

Knowledge, Skills and Behaviours:

- Leadership qualities with proven ability to direct, enthuse and encourage a multidisciplinary team
- Demonstrated knowledge and understanding of patient flow principles and hospital demand management including knowledge of access KPIs
- Basic research skills
- Good knowledge of Scrub Scout Specialty
- Comply with all relevant Standards and Northern Health Policy and Procedures. These include those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment and Bullying in the Workplace.

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date:

