



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Nurse Unit Manager – 7B
Haematology and Bone Marrow
Transplant**

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability

7B is a specialist 32 bed acute ward with a focus on providing care to patients admitted under the Haematology and Bone Marrow Transplant unit. The ward has a multidisciplinary approach to patient management that focuses on collaboration to provide safe, timely, effective and patient centred care to patients with complex care needs.

The Nurse Unit Manager is a key leadership position that is accountable for supporting staff to deliver high quality care and is responsible for managing clinical risk and implementing systems and processes to improve the patient experience and outcomes. The position is also responsible for the management of the designated cost centre including human and fiscal resources, performance targets and organisational priorities. Supporting the timely flow of patients through the ward is a key component of the role. The Nurse Unit Manager is integral to ensuring robust systems and process are in place that support timely patient flow and that they are continuously monitored to ensure their effective function.

7B is part of Medical Services, a large service incorporating all internal medicine units and dedicated wards. The service has an emphasis on collaborative practice, with all units and wards within the service working together to deliver high quality patient care and a supportive and engaging work environment.

-

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- [Promote and supervise a high standard of care by all staff within the team
- Work collaboratively with all departments to facilitate patient flow and progression of care through the organisation
- Demonstrate the efficient use of resources through staff allocation, rostering and leave management. While exercise financial responsibility when compiling rosters and replacing staff shortfalls
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- [Initiate, develop and implement workforce models that are responsive to the changing needs of patients and staff
- Ensure all staff receive appropriate and adequate orientation
- Undertake workforce planning that focuses on creating flexibility and is responsive to fluctuation and demand within budget
- Evaluate the individual capabilities of each staff member and take appropriate action if a discrepancy is recognised between actual performance and performance required

Internal	External
• Deputy Director of Nursing and Operations, Medical Service • Director of Nursing and Operations, Medical Services • Medical Services Leadership • Physicians of Haematology and Bone Marrow Transplant • RMH Nursing and Allied Health teams (including Pharmacy)	• Patients, families and Carers • Victorian Comprehensive Cancer Centre medical, nursing and support services teams • General Practitioners

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date _____