



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Associate Nurse Unit Manager



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

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.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



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.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- 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



KEY ACCOUNTABILITIES

- 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.
- Prepares/ Plans and escalates any barriers for those patients that are for discharge within the next few days.
- ANUMs to facilitate discharge plan of those patients who are identified for discharge the next day (patient consulted, script written, transport organised)
- Ensure all appropriate shift documentation is completed including handover
- Coordinate timely admissions from Emergency Department, ICU and theatre in consultation with the Digital Coordination Centre (DCC).
- Understands the impact of delays on flow, access and patient safety. Participates in meetings, huddles and strategies to improve flow across the whole hospital. Prepares planned admissions list to handover to morning shift
- Be aware of the financial requirements of the department and demonstrates an awareness of cost effective nursing practice
- Ensure accuracy of electronic rosters are maintained to ensure the ward is adequately and appropriately staff shift by shift
- Accept accountability for own actions and seek guidance if situations exceed the scope of practice for a Registered Nurse
- Create a welcoming, respectful and supportive environment for new and casual staff allocated to the ward through orientation of ward and regular check ins
- 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.
- Ensure there is provision of high-quality standards of patient care. This includes the assessment, planning, implementation and evaluation of care in collaboration with multidisciplinary team to achieve the desired patient outcomes.
- Assume the responsibilities of the manager maintaining professional and operational standards out of hours.
- Ensure the individual patient plans, EDD, Barriers to discharge, next destination are updates on the patient Journey Board each shift and understand the importance of this workflow to facilitate effective and timely discharge planning.
- Communicates effectively with the DCC and multidisciplinary teams.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Coordinate timely review of patient barriers to discharge utilising stakeholders and ensure timely referrals are made to other healthcare providers such as CLRAAC, RMH @ Home Acute and Sub-acute and other external providers
- Actively participate in a ward portfolio as designated by the Nurse Unit Manager, ward education sessions, committees, special projects and relevant professional groups
- Support the integration and training of undergraduate, graduate and post graduate nurses including enrolled nurses within the unit.
- Demonstrate a commitment to the achievement of ward and organisational key performance indicators.



KEY RELATIONSHIPS

Internal

- General Manager Surgical Services
- Director of Nursing and Operations, Surgical Services
- Deputy Director of Nursing and Operations, Surgical Services
- Nurse Unit Manager
- Associate Nurse Unit Managers (peer group)

Nursing team

External

- DCC, Bed Managers and After Hours Hospital Managers
- RMH Wards
- Theatre
- Emergency department
- Surgical and Medical Units

Allied Health Team Members



AT THE RMH WE:

- 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.

OUR COMMITMENT:

- **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.

ACCEPTANCE

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.

Employee Signature

Employee Name (please print)

Date
