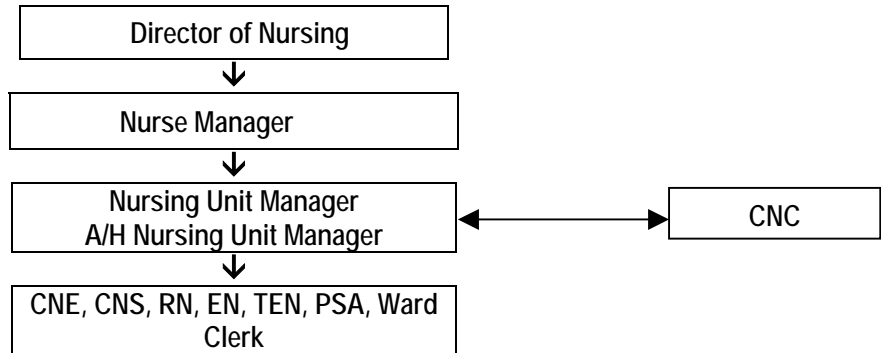


|                        |                                       |
|------------------------|---------------------------------------|
| <b>Position Title:</b> | <b>Nursing Unit Manager Level III</b> |
| <b>Classification:</b> | <b>NUM03</b>                          |

**Department:** Department Of Intensive Care  
**Facility:** XXXX  
**Award/Agreement:** NSW Nurses Award  
**Hours per week:** As per contract

---

**Organisational Relationships:**



**Responsible to:**

**Day NUM3**

**Operational:** Director of Nursing through Nurse Manager

**Professional:** Director of Nursing through Nurse Manager

**After Hours NUM3**

**Operational:** Director of Nursing through Nurse Manager ICU and/or After Hours Hospital Nurse Manager

**Professional:** Director of Nursing through Nurse Manager ~

**Responsible for the following staff:**

Nursing & non-Nursing Staff within the Department of Intensive Care

**After Hours:** Nursing & non-Nursing Staff within the Department of Intensive care and Acute Cardiology.

**Performance Review & Development Planning:**

**3 months after commencement:**

**Annual:**

*I have read and noted the requirements of this document and understand that it will be reviewed on an annual basis.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Nurse Manager

*I have discussed the contents of the document with the incumbent and it is agreed that it reflects the requirements of the position.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

|                                   |                       |                     |
|-----------------------------------|-----------------------|---------------------|
| <b>Review Date: November 2004</b> | <b>Authorised By:</b> | <b>Prepared by:</b> |
|-----------------------------------|-----------------------|---------------------|

*Original unsigned copy Department P&P Signed photocopy to employee Signed copy to personnel file – Human Resources*

## Qualifications, Skills and Experience

### Essential:

- Registered Nurse List A with current NSW registration
- Extensive post registration clinical experience
- Post graduate Critical Care Certificate or equivalent
- Demonstrated excellence in written and verbal communication
- Demonstrated commitment to customer service and quality improvement
- Experience relieving in a management position
- Appropriate post-graduate management qualifications or equivalent or working towards same
- Demonstrated commitment to professional development
- Computer literacy in Microsoft software

### Desirable:

- Working knowledge of ProAct and or WORKFORCE
  - Previous experience in the management of human & financial resources
  - Advanced Life Support accreditation
- 

## Position Overview: Objective, Nature & Scope.

### Organisational Context:

XXXX Hospital is a large tertiary referral centre with over 600 beds employing approximately 1200 FTE nursing staff.

The Department of Intensive Care (ICU) comprises 30 staffed Intensive Care beds in three discreet units: General ICU (6NR) 13 beds, Cardiothoracic ICU (6H) 9 beds, Neurosurgical ICU (6C) 8 beds. It is a tertiary level department fulfilling service criteria at Level 6 (DOH) and Level III (Joint College) Intensive Care services.

### Key Internal & External Relationships:

Within XXXHospital the Department of ICU liaises regularly with Nursing and Patient Services, the hospital Bed Manager and other key services such as the Emergency Department, Operating Theatres and specialty ward areas. Externally the Department liaises regularly with the Medical Retrieval Unit (MRU) and other hospitals.

As Cost Centre manager the NUM regularly liaises with Area Human Resources and Area Payroll to ensure operational issues are managed effectively. The Divisional Nurse Manager and Business Manager are readily available resources in cost centre management.

## Delegations/Authority:

**Budget:** Cost Centres 6C (40247); 6H (40279); 6NR (40261); ITU (11020)

**Financial Delegations:** XXXXXX

**Personnel Delegations:** Responsible for all recruitment & Human resource management of Nursing, Clerical and Patient Services Assistants within the Cost Centre

## Major Challenges for Department of Intensive Care Nursing Unit Manager Level III (including Acute Cardiology after hours):

### 1) Co-ordination of Patient Services

- Liaison with all health care disciplines for the provision of services to meet patient needs
- The organisation of services to meet patient needs after discharge
- Monitor catering and transport
- Coordinate the After-hours Internal Cardiac Arrest team which responds to main block (Level 6-12) medical emergencies
- Coordinate 6B and Cardiac Catheter Lab services after hours and liaise with After Hours Hospital Nurse Manager regarding such services.

### 2) Unit Management

- Implementation of hospital/health service policy
- Dissemination of information to all personnel
- Ensuring environmental safety
- Monitoring the use and maintenance of equipment
- Monitoring the supply and use of stock and supplies
- Monitoring cleaning services.
- Establish priorities for unit based quality improvement
- Establish relevant reporting priorities relevant to the role
- Promote a culture embracing Evidence Based Practice
- Coordinate the ICU After Hours in event of an internal or external disaster

### 3) Nursing Staff Management

- Develop & implement strategies to recruit and retain an effective unit team
- Direction, co-ordination and supervision of nursing activities
- Training, appraisal/ performance development, and counselling of nursing staff
- Rostering and /or allocation of nursing staff
- Development and/or implementation of new nursing practice according to patient need utilising Evidence Based Practice.

## Physical Requirements

|                               |   |
|-------------------------------|---|
| <b>Frequency Definitions:</b> |   |
| O- Occasional                 | Actively exists up to 1/3 of the time when performing the task        |
| F – Frequent                  | Actively exists between 1/3 and 2/3 of the time when performing tasks |
| C - Constant                  | Actively exists more than 2/3 of the time when performing the task    |
| R - Repetitive                | Actively involves repetitive movements                                |

| PHYSICAL DEMANDS       | DESCRIPTION  | FREQUENCY |   |   |   |     |
|------------------------|--|-----------|---|---|---|-----|
|                        |  | O         | F | C | R | N/A |
| KNEELING/SQUATTING     | Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels                               |           | X |   |   |     |
| LEG/FOOT MOVEMENT      | Tasks involve use of leg and or foot to operate machinery  |           | X |   |   |     |
| HAND/ARM MOVEMENT      | Tasks involve use of hands/arms ie. Stacking, reaching, typing, mopping, sweeping, sorting, inspecting.                                  |           |   | X |   |     |
| BENDING/TWISTING       | Tasks involve forward or backward bending/twisting at the waist.   |           | X |   |   |     |
| STANDING               | Tasks involve standing in an upright position without moving about   |           |   | X |   |     |
| DRIVING                | Tasks involve operating any motor powered vehicle.   |           |   |   |   | X   |
| SITTING                | Tasks involve remaining in a seated position during tasks performance.   | X         |   |   |   |     |
| REACHING               | Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.                           |           | X |   |   |     |
| WALKING/RUNNING        | Tasks involve walking or running on even surfaces  |           |   | X |   |     |
|                        | Tasks involved walking on uneven surfaces  | X         |   |   |   |     |
|                        | Tasks involve walking up steep slopes  |           |   |   |   | X   |
|                        | Tasks involve walking down steep slopes  |           |   |   |   | X   |
|                        | Tasks involve walking whilst pushing/pulling objects.  | X         |   |   |   |     |
| CLIMBING               | Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, and trees.  | X         |   |   |   |     |
| WORKING AT HEIGHTS     | Tasks involve making use of ladders, foot stools, scaffolding, etc. Anything where the person stands on an object other than the ground. | X         |   |   |   |     |
| LIFTING/CARRYING       | Tasks involve raising/.lowering or moving objects from one level/position to another, usually holding an object within the hands         |           | X |   |   |     |
|                        | 1) Light lifting/carrying 0-9Kg  |           | X |   |   |     |
|                        | 2) Moderated lifting/carrying 10-15 Kg   | X         |   |   |   |     |
|                        | 3) Heavy lifting/carrying 16+ Kg   | X         |   |   |   |     |
| RESTRAINING            | Tasks involve restraining patients/clients others  |           | X |   |   |     |
| PUSHING/PULLING        | Tasks involve pushing/pulling objects away from or towards the body. Also includes striking of jerking.                                  |           | X |   |   |     |
| GRASPING               | Tasks involve gripping, holding, clasping with fingers or hands.   |           |   | X |   |     |
| MANUAL DEXTERITY       | Tasks involve fine finger movements ie: keyboard operation, Writing.   |           |   | X |   |     |
| <b>SENSORY DEMANDS</b> |  |           |   |   |   |     |
| SIGHT                  | Tasks involve use of eyes as an integral part of task performance ie: looking at screen/keyboard in computer operation.                  |           |   |   | X |     |
| HEARING                | Tasks involve working in a noisy area ie: boiler room, workshop.   |           |   |   | X |     |
| SMELL                  | Tasks involve the use of the smell senses as an integral part of the task performance ie: working with chemicals                         |           |   |   | X |     |
| TASTE                  | involves the use of taste as an integral part of task performance  |           |   |   |   | X   |
| TOUCH                  | Tasks involve use of touch as an integral part of task performance.  |           |   |   | X |     |

|                                     |   | FREQUENCY |   |   |   |
|-------------------------------------|---|-----------|---|---|---|
| <b>PSYCHOSOCIAL DEMANDS</b>         | Tasks involve interacting with distressed people.   |           | X |   |   |
|                                     | Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited.             | X         |   |   |   |
|                                     | Tasks involve viewing/handling deceased and/or mutilated bodies.  | X         |   |   |   |
| <b>EXPOSURE TO CHEMICAL HAZARDS</b> |   |           |   |   |   |
| DUST                                | Tasks involve working with dust ie: sawdust   | X         |   |   |   |
| GASES                               | Tasks involve working in areas affected by gas, or working directly with gases.   |           |   | X |   |
| FUMES                               | Tasks involve working with fumes ie: which may cause problems to health if inhaled  | X         |   |   |   |
| LIQUIDS                             | Tasks involve working with liquids which may cause skin irritations if contact is made eg: dermatitis                             |           |   | X |   |
| HAZARDOUS SUBSTANCES                | Tasks involve handling of hazardous substances including storage or transportation  | X         |   |   |   |
| BIOLOGICAL MATTER                   | Tasks involve work with human biological matter through examination, storage, transport or disposal.                              |           |   | X |   |
| ALLERGENIC SUBSTANCES               | Tasks involve exposure to allergenic substances   |           |   | X |   |
| ANTI-BIOTICS                        | Tasks involve handling, transport, administration of disposal of anti-biotics   |           |   | X |   |
| <b>WORKING ENVIRONMENT</b>          |   |           |   |   |   |
| LIGHTING                            | Tasks involve working in lighting that is consider inadequate in relation to task performance eg: glare, not enough natural light |           |   | X |   |
| COLOUR                              | Tasks involve differentiation of colour   |           |   | X |   |
| SUNLIGHT                            | Exposure to sunlight  |           |   |   | X |
| TEMPERATURE                         | Tasks involve working in temperature extremes eg: working in a cool room, working outdoors, boiler room                           | X         |   |   |   |
| CONFINED SPACES                     | Tasks involve working in confined spaces  | X         |   |   |   |
| <b>ACCIDENT RISK</b>                |   |           |   |   |   |
| SURFACES                            | Tasks involve working on slippery or uneven surfaces  | X         |   |   |   |
| HOUSEKEEPING                        | Tasks involve working with obstacles within the area, bad housekeeping  |           | X |   |   |
| HEIGHTS                             | Tasks involve working at heights  |           |   |   | X |
| MANUAL HANDLING                     | Tasks involve manual handling tasks   |           |   | X |   |
| NOISE                               | Tasks involve working in a noisy environment  |           |   | X |   |
| RADIATION                           | Tasks involve exposure to X-Rays  |           | X |   |   |
| ELECTRICITY                         | Tasks involve working with electrical apparatus and currents  |           |   | X |   |
| MACHINERY                           | Tasks involve use of machinery and equipment :  |           |   | X |   |
|                                     | Light   |           |   | X |   |
|                                     | Heavy   |           | X |   |   |
|                                     | Portable  |           |   | X |   |
| BIOLOGICAL HAZARDS                  | Tasks involve working with blood, blood products/body fluids  |           |   | X |   |
| <b>OTHER ISSUES</b>                 |   |           |   |   |   |
| WORKPLACE ACCESS                    | Tasks involve difficult access or movement from site to site  |           | X |   |   |
| PERSONAL PROTECTIVE EQUIPMENT       | Tasks involve use of Personal Protective Equipment  |           |   | X |   |
| SAFETY CRITICAL ISSUES              | Tasks involve responsibility for safety of others   |           |   | X |   |

## Role Responsibilities and Performance Indicators

### Summary of Responsibilities:

- 1.0 Creating Best Practice
- 2.0 Leadership
- 3.0 Coaching, Facilitating & Empowering others
- 4.0 Creating an innovative Culture
- 5.0 Achieving Best Practice Management Development
- 6.0 Facilitating consumer participation and representation

### 1.0: Creating Best Practice

**Element 1.1: The ability to identify opportunities for improvement through measuring and evaluating processes and outcomes. Nursing Unit Managers have an active role in managing the continuous improvement process in achieving the organisation's quality objectives. Their position is closely associated with the creation and delivery of products and services. This means that they play an important part in influencing the ongoing development of the organisation.**

Includes the ability to:

- Implement and monitor continuous improvement systems and processes
- Implement a culture of continuous Quality Improvement utilising existing quality tools such as EQulP.
- Staff members are actively encouraged and supported to participate in decision making processes and to assume responsibility and authority
- Monitor, adjust and report performance in your unit/ program
- Pursue opportunities for further improvement
- Monitor operational performance

Performance Indicators:

- Evidence of implementation , evaluation and reporting of quality activities
- Evidence of participation in the EQulP process

**Element 1.2: Frontline management is actively engaged in planning, implementing, monitoring and recording performance to achieve the business plan of the organisation. A pivotal role by the Nursing Unit Manager is to develop a highly skilled, efficient and effective workforce to ensure the delivery of a quality service.**

Includes the ability to:

- Develop Strategic/Business Planning for the Service
- Manage operations to achieve planned outcomes
- Management of a diverse workforce
- Utilise best practice recruitment procedures
- Influence circumstances to create equal opportunity for career enhancement and advancement
- Understand and apply EEO principles
- Employees are recruited and inducted within the organisation's human resource management and EEO policies
- Monitoring or performance management of staff
- Annual review of frontline competencies and reflective escalation or improved level of performance

Performance Indicators:

- Evidence of a strategic/business plan
- Evidence of outcome monitoring as appropriate to the unit
- Demonstrated adherence to the HR policies and procedures including EEO
- Evidence of staff performance development plans
- Orientation program is reviewed, implemented and evaluated annually

**Element 1.3: The Nursing Unit Manager is an important creator and manager of information. Competency in identifying, acquiring, analysing and using appropriate information plays a significant part in the efficiency and effectiveness of the individual and organisation performance.**

Includes the ability to:

- Manage workplace information
- Contributes to the preparation of unit business plan
- Contributes to the preparation of unit budget
- Problems with resource usage are investigated and rectified and /or reported to designated person and/or Program Executive
- Operate cost centre within allocated budget
- Clinical information system management and implementation
- Review monthly clinical information outputs

Performance Indicators:

- Provide reports as requested to the NM concerning budgetary issues utilising information systems currently in place
- Monitor and report on unexpected increase in resource usage as required

**Element 1.4: Nursing Unit Managers have a key role in ensuring that the workplace meets safety requirements set down in legislation, standards and the organisation's policies and practices. While it is recognised that safety is everyone's responsibility, the Nursing Unit Manager has an important leadership role in promoting and monitoring a safe work place and environment.**

Includes the ability to:

- Develop and maintain a safe workplace and environment
- Ensure current legislation, OH & S standards and organisation policies and practices relevant to creation and maintenance of a safe workplace are made available to staff
- Ensure staff know their legal responsibility for maintaining a safe workplace and environment
- Plan and implement safety requirements
- Plan work practices with colleagues to ensure compliance with OH & S Guidelines
- Monitor, adjust and report safety performance
- Identify actual and potential problems then rectify and report promptly
- Manage hazards so that risks are minimised
- Organise participation by Nursing Staff in Numerical Profile
- Make sure staff designated in charge of shift are informed of safety responsibilities

Performance Indicators:

- Evidence of adherence to legislation related to OH&S act
- Evidence of appropriate management of staff injuries
- Evidence of safety performance monitoring
- Evidence of staff participation in the OH&S and Numerical Profile process
- Evidence of conducting monthly unit hazard inspections

## 2.0: Leadership

**Element 2.1: The Nursing Unit Manager is responsible for managing their own performance and taking responsibility for their own professional development.**

Includes the ability to:

- Set and meet own work priorities
- Develop and maintain professional competence
- Maintain current professional knowledge by maintaining links to peak professional groups
- Plan work flows and activity
- Document progress in Development Plan
- Use of line of communication and reporting
- Manage competing interests
- Use priorities and time allocation effectively

Performance Indicators:

- Evidence of annual performance review
- Evidence of continuing commitment to professional groups
- Participate in the development and implementation of management competencies
- Able to demonstrate/ substantiate unit management priorities on a day to day basis

**Element 2.2: The Nursing Unit Manager has an important leadership role in the development of the organisation. This is most evident in the manner, in which they conduct themselves, and the initiative that they take in influencing others, and the way they manage their responsibilities.**

Includes the ability to:

- Model high standards of management performance
- Enhance the organisation's image
- Influence individuals and teams positively
- Make informed decisions
- Pursue one-to-one mentoring to assist and develop new managers
- Be active in elimination of all workplace harassment and discrimination
- Engage peers in supportive manner
- Demonstrate compassion to peers and subordinates

Performance Indicators:

- Evidence of organisational commitment outside of the unit activities eg committee or working party memberships.
- Evidence of team participation in unit activities

## 3.0: Coaching, Facilitating and Empowering Others

**Element 3.0: The Nursing Unit Manager plays an important role in developing and maintaining positive relationships in internal and external environments with customers and suppliers both internal and external, thereby achieving the organisation's goals.**

Includes the ability to:

- Establish and maintain effective workplace relationships
- Gather convey and receive information and ideas
- Network other services
- Use appropriate methods to communicate ideas and information to staff

- Build and maintain networks and relationships internally and externally
- Build and maintain networks and relationships for resourcing ideas, strategies and support
- Participate in networks for the development and enhancement of other health professionals
- Manage challenging events to achieve a positive outcome
- Ensure problems are identified and analysed so that corrective action can be initiated to rectify them
- Manage performance within the organisation's processes

Performance Indicators:

- Evidence of communication networks within and outside of the unit
- Evidence of performance management of staff
- Evidence of implementation of organisational directives

**Element 3.2: The Nursing Unit Manager has a key role in leading, participating in, facilitating and empowering staff within the work environment. They play a prominent role in motivating, mentoring, coaching and developing team members, and in achieving team cohesion.**

Includes the ability to:

- Lead and facilitate staff in their work
- Identify employees with potential for:
  - Education enhancement
  - Clinical expertise
  - Management expertise
- Disseminate and promote relevant competencies in leadership to complement management development
- Encourage and promote professional development of staff through education and training, both internal and external by awareness of current literature

Performance Indicators:

- Evidence of training and development opportunities provided to staff
- Evidence of staff compliance with unit and organisational competencies
- Evidence of involvement in preceptorship programmes

#### **4.0: Creating an Innovative Culture**

**Element 4.1: In the implementation of change and innovation the Nursing Unit Manager has an active role in fostering change and acting as a change agent. They have a role ensuring that staff and the organisation gain from change, and that the patients benefit through improved products and services.**

Includes the ability to:

- Contributes effectively in the organisation's processes to introduce change
- Facilitates and utilises change and innovation
- Uses opportunities within own area of responsibility to make adjustments to changing needs of customers and the organisation
- Informs individuals of progress or implementation of change
- Sets goals and plans for innovation in clinical practice through research

Performance Indicators:

- Evidence of participation in change process at either unit and/or organisational level
- Evidence of encouraging unit research opportunities and participation

**Element 4.2: The Nursing Unit Manager plays a prominent role in encouraging and supporting the development of a learning organisation. Promoting a learning environment in which work and learning are integrated is an important goal to be achieved.**

Includes the ability to:

- Contribute to the development of a workplace learning environment
- Develop a positive enterprise culture through education and training
- Monitor educational outcomes to maintain program currencies through regular Educational Needs Analysis
- Create an environment conducive to learning for both individuals and the organisation as a whole (promote educational opportunities)

Performance Indicators:

- Evidence of staff support for education and training requirements
- Evidence of review of educational requirements as needed
- Evidence of involvement in the development & review of relevant education programmes

## **5.0: Achieving Best Practice Management Development**

### **Element 5.1: Development and knowledge of functional management skills**

Includes the ability to:

- Ensure that ongoing research and development processes involve the clinical competencies that reflect world best practice
- Demonstrate the ability to co-ordinate Patient Services through Bed Management, Discharge Planning, Multidisciplinary approach, Liaison with Community services, and optimal and efficient use of allocated resources within budgeting
- Benchmark management/ service information against those of our major competitors
- Foster interaction and exchange with other professional managers
- Develop effective working relationships with members of the multi-disciplinary team and the After Hours service.

Performance Indicators:

- Evidence of the promotion and implementation of evidence based practice
- Evidence of collection of data that is useful for benchmarking within and outside of the organisation as appropriate to area
- Evidence of networking
- Evidence of establishment of effective processes for the coordination of patient services and the multidisciplinary review of those processes.

### **Element 5.2: Development and knowledge of soft (people) skills**

Includes the ability to:

- Emphasis on team and individual diversity
- Influence the culture of the organisation
- Demonstrate high level of entrepreneurial skills
- Demonstrate competency in managing conflict
- Demonstrate networking skills
- Demonstrate competency in team building
- Demonstrate competency in active listening
- Enhance communication skills

- Understand the change management process and its effect on people

Performance Indicators:

- Evidence of monitoring staff recruitment and retention strategies
- Evidence of team building strategies
- Able to provide evidence of effective recruitment and retention strategies for the unit

### **Element 5.3: Development of knowledge and strategic skills**

Includes the ability to:

- Policy development and implementation at all levels
- Increased use of Information Technology to improve service quality and efficiency
- Long and short term unit and organisational goal planning
- Operational strategic planning with short and long term goals
- Budget planning
- Asset management
- Possessing the ability to seize opportunities
- Promoting productivity

Performance Indicators:

- Evidence of policy development and or implementation
- Evidence of annual unit strategic plan review

## **6.0: Facilitating consumer participation and representation**

**Element 6.1: The Nursing Unit Manager is responsible for facilitating the participation of consumers in service review and development opportunities and creating a culture which ensures the views of consumers both internal & external are represented.**

Includes the ability to:

- Identify and utilise appropriate consumer representatives
- Develop a positive consumer participation culture through education and training
- Monitor consumer input and outcomes of participation

Performance Indicators:

- Evidence of consumer participation is maintained
- Evidence of the implementation of consumer input

## **7.0: General Responsibilities**

**All members of Nursing and Patient Services staff are expected to assist in promoting a positive culture by embracing and promoting the XXXX Principles of Understanding" charter document displayed throughout the organisation.**

### **Element 7.1: Occupational Health & Safety**

XXXX is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:

- Ensure that all potential hazards, accidents and incidents are identified and notified;
- Ensure your own safety and that of others

Performance Indicators:

- Perform an annual Safety & Hazard inspection for the staffing office
- Report incidents or risks immediately to the appropriate person

### **Element 7.2 Equity**

NSH endorses the Federal and State Government policy to bring equality in employment for all employees to assist them to achieve their full potential. The service will ensure merit based selection and that all facets of employment are fair, by making unlawful, discrimination of persons based on age, gender, race, sexual preferences, marital status, physical or intellectual disability

As an employee of XXX it is your responsibility to:

- Deal with others in a fair and equitable manner free from harassment and discrimination;
- Ensure that a working environment free from sexual or other harassment is recognised as a basic right

Performance Indicators:

- Employment of nursing staff adheres to the principles of EEO
- Maintains an environment free from harassment

### **Element 7.3: Quality Improvement**

XXX has adopted the Australian Council on Health care Standards & Quality Improvement Program (EQulP) a continuous quality improvement approach to facilitate effective and efficient provision of quality care to clients of NSH. All employees are expected to be actively involved in the review and evaluation of processes and services within the employees' areas of responsibility or interest.

As an employee of XXX it is your responsibility to:

- Document each process review, recommendations and action taken as a QI activity.

### **Element 7.4: Environmental Policy and Waste Management**

XXX acknowledges the links between the public health system and the environment. As part of its commitment to being a good corporate citizen, NSH will seek to implement change that ensures that its activities are undertaken in a manner consistent with best environment health and safety practice. Employees are expected to be accountable for efficient resource utilisation including reduction of waste.

As an employee of NSH it is your responsibility to:

- Actively seek ways to reduce waste
- Report to the Nurse Manager resource abuse, theft or waste.

### **Element 7.5: Smoke Free Policy**

XXX is committed to adopting a Smoke Free Work place, which will preclude all staff and visitors from smoking within the Hospital, Community Health Building, any facility, property or grounds administrated by XXX and Hospital Motor Vehicles.

**Element 7.6: Code of Conduct & Ethics**

NSH requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community
- Promotes and maintains public confidence and trust in the work of government agencies
- Employees are expected to demonstrate a high standard of personal and professional behaviour exhibiting:
  - **ΦHonesty    ΦIntegrity    ΦCustomer focused Service    ΦImpartiality    ΦEfficiency**
- Act within the XXX Code of Conduct at all times.

**Element 7.7: NSH Policies & Procedures**

It is a requirement that all XXX employees read, understand and adhere to NSH Policies and Procedures, paying particular attention to the following:

- Infection Control
- Security
- Fire Safety and Emergency Procedures

As an employee of NSH it is your responsibility to:

- Attend annual Fire, Safety & Security update
- Identify and action any possible security risks
- Maintain confidentiality at all times in relation to employee information and the security of that information
- Never alter an employee form or details that has been signed by the employee
- Provide information based on NSH and Royal North Shore Hospital Policies and procedures.

**Statement of Physical Status**

I have read the inherent job requirements and job demands for the position. I understand the listed physical requirements of the position and make the declaration below:

- ρ I am not aware of any health condition/s (physical or mental) which might prevent me from performing the inherent requirements of this position.
- ρ I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements of this position. Any adjustments I may need have been discussed with the position's manager, together with Human Resources, prior to completing this health declaration.

***I am aware that any false or misleading statements may threaten my appointment or continued employment.***

Signature of Applicant: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Position Title Classification: \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_